



SELF EVALUATION REPORT

CLUSTER SER ON

Bachelor of Arts (Hons) in Archaeology

Bachelor of Arts (Hons) in English

Bachelor of Arts (Hons) in Fine Arts

Bachelor of Arts (Hons) in Philosophy

**Bachelor of Arts (Hons) in Sinhala Language,
Literature and Culture**

Bachelor of Arts (Hons) in Tamil

Faculty of Arts
University of Peradeniya
June 30, 2017



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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 *svabhāshā* (i.e., non-English medium) students entered the University. In addition, a special degree programme in French is also from 2017. The Faculty of Arts offers 21 special degree programmes and a general degree programme. This SER is on the Bachelor of Arts (Hons) degree programmes of the departments in the cluster number four. While all the language degree programmes in this cluster are offered in the relevant language, the other degrees are offered in all three media.

The all the departments in this cluster, mentioned above, are housed at the faculty of Arts and they enumerated in the historical overview of the faculty, and some of the departments are among the oldest in the faculty dating back to 1950s and producing world renowned scholars. As mentioned above, the departments of the cluster have produced renowned scholars such as Professors Senarat Paranavitana, Lynn Ludowyke, Ashley Halpe, K. N. Jayathillake, D. E. Hettiaracchi, Edirivira Sarachchandra, K. Kailasapathy among numerous others.

Scholars associated with the study programmes in the cluster have instrumental in setting up milestones and trends in the fields of arts, archaeology, literature, philosophy and theater which are an essential part of the intellectual and cultural milieu after the establishment of the University. In addition, these departments have produced numerous administrative officers, educationists, professional who contributed to the development of the country at large.

Administrative Structure of the Faculty and Study Programmes of the Cluster

The organizational structure of the Faculty of Arts is given in the Organogram (See Appendix 2). The structure and functions are prescribed and performed in accordance with the provisions of the Universities, other statutory regulations, UGC circulars, and the bylaws enacted by the Senate and the Council. 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.

The six study programmes in the cluster four, namely, Archaeology, English, Fine Arts, Philosophy, Sinhala, and Tamil, are administered under the heads of the department, subject coordinators, non-academic and supporting staff. Academic matters in the degree programmes are managed by the committees involving the senior academics of each department.

1.2. Graduate Profile of the Degree Programmes in the Cluster

While each degree programme belongs to this cluster has its own graduate profile that elaborately explains the kind of graduate it envisions to produce, following is a graduate profile that captures the essence of all programmes belong to the cluster:

The degree programmes in this group aim to produce a graduate who has acquired essential knowledge in the relevant field, has mastered required research, technical and communicational skills pertaining to the subject, and who has intellectual and emotional growth and skills along with innovativeness and perceptiveness in order to function effectively in a variety of professional environments and to live harmoniously in a world of diversity and difference.

1.3.Intended Learning Outcomes of the Bachelor of Arts (Hons)

Degree Programme

Intended Learning Outcomes of the Bachelor of Arts (Hons) degree are indicated in Appendix 2.

1.4.Number of Departments Contributing to the Study Programmes in the Cluster

The following Departments of the Faculty offer courses for the Bachelor of Arts (Hons) degree programme. The contribution of each Department at present to the degree is almost equal as number of credits from a Department to the degree has been determined to be equal. However, since students choice of courses is diverse, number of students from a Department for Bachelor of Arts (Hons) degree tend to significantly vary. Following Department of Study and Units contribute to the Bachelor of Arts (Hons) degree programme.

Table 1: Departments Contributing to Bachelor of Arts (Hons) Degree in this Cluster

1	Department of Archaeology
2	Department of English
3	Department of Fine Arts
4	Department of Philosophy
5	Department of Sinhala
6	Department of Tamil

1.5.Number of Students Enrolled and Their Choices of Subject Combinations

Number of students following the Bachelor of Arts (Hons) degree in the each department in this cluster are given in Table 1 of Appendix 3. Considered period of students enrolled is limited in to last five years.

1.5.1 Numbers and Profiles of the Academic, Academic Support and Non-academic Staff

Total number of the staff in the each department of the cluster who are contributing to the BA (Hons) degree of the each study programme are given in Table 2 of Appendix 3. Table 3 of Appendix 3 provides information on the profile of the academic staff of the Faculty of Arts with qualifications and designations. The numbers of non-academic staff which includes clerical and technical services are given in Table 4 of Appendix 3.

1.6.Learning Resource System

The Library offers students 2, 3, and 4 tickets to borrow books from first year to fourth year. Facilities are available in the Main Library which is dedicated to the Faculty of Arts including collections of the Ceylon Room, Art and Archaeology room, Ola-leaf manuscript collections and so on. Lending facilities of the library includes: in-house reference facilities and lending facilities for two weeks, inter Library Loan facilities, digital Library Facilities, Reference Desk, Online catalogue system, subscribed e-journals, printed Journal sand photocopying services. In addition, each department of this cluster provides following learning resource facilities directly from the department

Archeology – Prof. Senarat Paranavitana research Museum, Documentation unit and Archaeology lab.

English –Departmental library

Fine Arts – Video editing lab, mini library with films, music tracks, musical Instruments, computer room.

Philosophy – Departmental library, comparative religion library and computer lab

Sinhala- Departmental mini library.

Tamil- Departmental mini library.

The students of the each study programme follows English as Second language programmes offered by the ELTU of the faculty of Arts.

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
- Department of Fine Arts offers two Computer Courses for undergraduate students.
- University IT Centre with Internet facilities

1.7.Student Support System and Management

Activities of Student Counselors

- 1st year Student Welcome, registration & Orientation
- Prevent ragging at the Faculty.
- Assist students in all academic & other related matters for them to get used to new life in Peradeniya University.

- 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 enter the centre and discuss their problems
- 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 of the faculty
- Conduct awareness programmes on students disciplines

Student support given by the SAR/AR of the Faculty

- Hold the monthly meeting of Student Request 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 MM facilities ,sounds ,technical supports, laptops
- Provide necessary instructions ,advices on course unit regulations ,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 guiding unit

- Aware the students on scholarship programmes of the faculty
- Coordination of Medical Requests submitted by the student with the help of the University Health Centre.
- Provision for Students submission at the faculty board on the issues related to the students
- Provide necessary support to signing the Mahapola and Bursary scholarships.
- Provide Daily Newspapers to the Student Common Room
- Manages 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
- Immunizations 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 possesses:

- 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

Mechanism for Prevention of ragging and harassment

The Universities have been plagued with the 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 appeared to have significantly reducing the occurrence of the cases of harassment or unwelcomed interventions to new students. The academic staff has been working tirelessly to prevent occurrence of ragging. We 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 actions. 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 decent 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 time. We are working on a two year timeframe to completely eradicate ragging in the Faculty of Arts.

1.8.SWOT Analysis

The study programmes in this cluster have identified the Strengths, Weaknesses, Opportunities and Threats of the Bachelor of Art (Hons) degree through various discussions and meetings. All the Departments of this cluster have initiated curriculum development processes and implemented good practices for each study programmes. The SWOT analysis is given in Appendix 4.

1.9.Major Changes Implemented Since the Last Review

The Bachelor of Arts (Hons) degree programme in this cluster has not, (excluding the special degree in Sinhala) undergone formal study programme review under the quality assurance process. However, the Faculty has undertaken study programme review from time to time. The following are the changes implemented after review:

- Revision of curriculum
- Identification of a conceptual framework for developing a curriculum aimed at producing employable graduates
- Development of specific courses for Bachelor of Arts (Hons) degree students

1.10. **Impact of the Changes on the Quality of the Programme**

A number of changes can be observed in relation to the Bachelor of Arts (Hons) degree programme:

- Revision of curriculum to incorporate specific courses to the degree
- Incorporation of foundation courses including Basic Mathematics, Logic, ICT, Law and Ethics, Academic Writing into the curriculum
- Incorporation of a well-planned English language training programme.
- Strong consensus has been created for embedding skills and competency oriented study components in the curriculum by recognizing the current bias towards highly theoretical oriented knowledge approach.
- Change of the mindsets towards increasing the employability of graduates
- Higher motivation for positive change
- Attempts to improve with the changing circumstances with constant attention to the integrity of the subject.
- Consensus on the fact that the degree should be designed by considering the Graduate Profile and Intended Learning Outcomes as outcome based compared to conventional input based approach
- Initiatives have been taken to transform the Bachelor of Arts (Hons) degree.
- Appointment of a Faculty level committee to manage and address problems and issues related to Bachelor of Arts (Hons) degree.
- As a result of these changes, we will be able to implement a strong Bachelor of Arts (Hons) degree programme which will produce able and employable graduates.

Section 2: Process of Preparing the SER

The Self Evaluation Process of the study programmes in this cluster was initiated from the appointment of SER writing team by the Dean, Faculty of Arts. Following team was appointed with the consultation of the Faculty Internal Quality Assurance Cell which held eleven meetings in the process of preparation the final SER.

Ms. M. Rajarathnam, Coordinator

Prof. W.A Liyanage

Prof.C.S. Wikramagamage

Prof. R.M.M Chandraratne

Dr.S.K.M.D.D. Gunathilake

Dr. W.D.S.K Premasiri

Dr.S. Pirashanthan

Dr. ArunaRajapaksha

Dr. M.S.B Alawathukotuwa

Mr.H.M.C Herath

Mr. NimalWijesiri

Mr. M.M. Jayaseelan

Mr. P. Sarawanakumar

Mr.R.T.K Edirisinghe

Mr. S. Jeewan

Meetings	Date	venue	Task
Meeting 1	16 th May 2017	1.00 Pm to 4.00 Pm	Section 3 Criteria 1
Meeting 2	19 th May 2017	9.00 AM to 12.00 PM	Section 3 Criteria 2 and 3
Meeting 3	22 nd May 2017	1.00 Pm to 5.00 pm	Section 3 Criteria 3 and 4
Meeting 4	24 th May 2017	9.00 am to 12.30 pm	Section 3 Criteria 5
Meeting 5	29 th May 2017	1.00 pm to 5.00 pm	Section 1 Criteria 6
Meeting 6	30 th May 2017	12.00 pm to 4.00 pm	Section 3 Criteria 7
Meeting 7	1 st June 2017	9.00 am to 5.00 pm	Section 3. Criteria 8
Meeting 8	5 th June 2017	12.00 pm to 5.00 pm	Section 1 Introduction
Meeting 9	7 th June 2017	10.00 am to	Section 2 and Four
Meeting 10	15 th June 2017	9.30 am to 12.00 pm	Finalization
Meeting 11	22 nd June 2017	10.00 am to 1.00 pm	Finalization

In addition to the internal meeting of the cluster, the members of the SER writing team participates meetings conducted by the FQAC and the UQAC. Further following actions have been taken in the process of preparation SER.

Following activities were organized to familiarize the study programme review manual:

- Regular meetings of the FQAC
- Discussion at the Faculty Board meeting held on 23/2/2017
- Discussion at FQAC meetings held on 3/3/2017
- Discussion at Heads meeting held on 27/2/2017
- Discussion at special Faculty Board meeting convened for this purpose held on 2/3/2017
- Awareness raising workshop held on 10/3/2017
- Weekly meetings of the FQAC

Once the teams appointed to gather data and prepare documents completed their tasks, the writing team had in depth discussion on the stand of the Faculty on each criteria and standard. Different sections of the SER were written by appointed persons and later compiled into a one document which was revised and edited at the FQAC and a special Faculty Board.

Draft SER was extensively discussed at a meeting of the FQAC and at a Special Faculty Board meeting held for this purpose. The final SER was completed after incorporating the feedback obtained at the FQAC and Faculty Board. Final document of SER was then completed.

Section 3: Compliance with the Criteria and Standards

Bachelor of Arts (Hons) in Archaeology

Criterion 1 – Programme Management			
Standards	Claim of the Compliance with the standard: Department of Archaeology	Documentary Evidence to Support the Claim	Code No. of the Document
1.1	Bachelor of Archaeology (Hons) degree is managed by the Head/Archaeology and staff based on the guidance of the Dean, and the Universities Act, and the By-laws approved by the Senate and the Council.	Department Minutes Faculty by-laws TORs of Standing & Ad-hoc Committees; Faculty Board minutes Universities Act	9.1.ACL/DPMT 20.B/BL 69.F/FBM 196.U/UA
1.2	Up to dated action plan aligned with the University's/HEI's Strategic Plan	Corporate Plan for 2017-2021 Department Action plan	78.F/ACT 1.1.ACL/AP
1.3	Management procedure is incompetence with national and institutional SOPs.	Annual Reports	2.1.ACL/AR
1.4	Adhered participatory governance.	Departmental Minutes	9.1.ACL/DPMT
1.5	Follows the annual academic the time frame of the faculty.	Academic Timetables Exam Teaching panel	84.F/SEM 61.E/MAR
1.6	The Faculty Handbook incoming includes all information.	Faculty Handbook Disciplinary By-laws Student Code of Conduct	93.H/HAND 20.B/BL 182.S/CODE
1.7	Prospectus is made available to incoming students.	Faculty Handbook Examination By-laws Archaeology Curriculum	93.H/HAND 60.E/BL 7.1.ACL/CRLUM
1.8	Up dated Faculty Websites	Faculty Website/Department	75.F/WEB
1.9	An Orientation programmes is conducted.	Faculty Orientation Information Faculty Website	146.O/OR 75.F/WEB
1.10	The Faculty student records are	Faculty-Student Information	FSIS

	managed in a professional manner.	System Faculty-Student Information	FSI
1.11	ICT facilities are updated. MIS system is not establish yet.	Departmental ICT Inventory	16.1.ACL/INV
1.12	Copies of University Charter and Code of conduct are provided. Senior student councilors closely monitor the students' adherence to the university' code of conduct.	Student Code of Conduct Faculty Orientation Information	182.S/CODE 146.O/OR
1.13	Implements duty lists for all staff.	Appointment Letters Information of Faculty Employees	30.1.ACL/STA FF 49.E/SURV
1.14	Staff and Course evaluations are used as	Staff evaluation Student feedback	11.1.ACL/EV
1.15	The Faculty - IQAC works in liaison with IQAU	Faculty Quality Assurance Cell Regulations	FSC/QAC QAR
1.16	Curriculum is reviewed and updated by a committee.	Department Minutes Faculty Quality Assurance Cell	9.1.ACL/DPMT FSC/QAC
1.17	Implement OBE-SCL to a certain level.	Faculty undergraduate Congress Field work/Internship	FAUC 14.1.ACL/FLD
1.18	Policy framework of FQAC and University ADPC.	FQAC ADPC	FQAC 6.A/FADPC
1.19	Monitors the quality of education through student feedback.	Student evaluation Department Minutes	11.1.ACL/EV 9.1.ACL/DPMT
1.20	Implemented collaborative partnerships with foreign universities	Faculty MOU Departmental Minutes Award Documents	20.1.ACL/MO U 9.1.ACL/DPMT 3.1.ACL/AWA RDS
1.21	Academic Counselling mechanisms are utilized.	Student Counselors Special Needs Resource Unit	9.A/FASC 132.M/SNRU
1.22	Students' access to health services, cultural, aesthetic, and re-creational and sports activities are assured.	Faculty Orientation Information Arts Council Faculty Annual	146.O/OR 16.A/319 FARAC

		Recreational & Award Ceremony	
1.23	The safety and security of students are ensure during field visits/cultural activities.	Faculty By-laws Procedure of Field trip	20.B/BL 14.1.ACL/FLD
1.24	Adopts university by-laws concerning examinations, offences and student discipline.	Examination by-laws Faculty By-Laws	60.E/BL 20.B/BL
1.25	Apart from the departmental assistance, SNRU provide all support.	SNRU students	132.M/SNRU
1.26	University framework of Code of Conducts to ensure GEE and anti-SGBV.		
1.27	Practice the Zero tolerance ragging/harassment.	Faculty by-laws Rag Prevention Act	20.B/BL RPA

Summery:

In relation to the programme management, the department of Archaeology conducts its activities punctually, effectively, and in a participatory manner, with a focus on student-centered learning, instructed by the faculty and university guidelines also paying close attention to student feedback.

Criterion 2 -Human and Physical Resources

2.1	Comprises 07 (06 - PhDs, 1 vacant) permanent academic cadres.	Number of Cadres CV Files Staff Development documents R&D activities	5.1.ACL/CADR E 8.1.ACL/CV 31.1.ACL/STD 24.1.ACL/RES EARCH
2.2	Encouraged academics to seek PG opportunities.	Cadre requesting documents Cadre revision documents Action plan of the department	5.1.ACL/CADR E 1.1.ACL/AP

2.3	All permanent staff have received the induction training.	Certificate issued by SDC	26.1.ACL/SDC
2.4	Training programmes - last five years and feedbacks.	Moodle workshop British Council English training Outcome-based learning workshop	189.T/TEA
2.5	Fairly and effectively manages limited resources. A building proposal included.	Inventory Infrastructure development proposal Corporate/ Strategic plan	16.1.ACL/INV 18.1.ACL/LBM C 70. F/CORP
2.6	Provides specialized training in the Departmental laboratory/Museum.	Inventory lists of facilities	16.1.ACL/INV
2.7	ARTSED conducted training programmes (OBE-SCL) for academics comprised Moodle LMS.	Faculty Training Programmes	189. T/TEA
2.8	Main library/staff serves for both staff and students.	Library Website Committee Minutes Book Requests Departmental Library inventory	19.1.ACL/LIB
2.9	Includes adequate ICT facilities.	Inventory of facilities	16.1.ACL/INV
2.10	The Faculty provides ESL facilities	Faculty-ELTU	48.E/ELTU
2.11	Trains students in “soft skills”, “Life skills” through core curricular activities.	Practical/internship training reports Workshops Field visits Activities done by CGU	14.1.ACL/FLD FSWC 14.1.ACL/FLD 202.W/SWC
2.12	The University is the only trilingual Higher education institute in the country, providing the ethnic cohesion and social harmony	Faculty Handbook Orientation programmes	93.H/HAND 146.O/OR

Summery:

Human and physical resources have been the primary focus of attention of the department and has made considerable effort to improve knowledge, skills and attitudes of the staff by creating opportunities for them to be gain further training. In terms of the physical resources, the department has found itself restricted at times, but the department and faculty have taken steps to maximize the use of available resources.

Criterion 3: Programme Design Development			
3.1	BA Archaeology (Hons) Degree curriculum.	Department Minutes Faculty Board Minutes	9.1.ACL/DPMT 69.F/FBM
3.2	Stakeholders' feedbacks were incorporated to the curriculum.	University Curriculum Policy Department minutes	34.C/CDCM 7.1.ACL/CRLU M
3.3	Feedback was collected from employers.	Curriculum Development Project Reports	7.1.ACL/CRLU M 9.1.ACL/DPMT
3.4	In designing the curriculum we take into account graduate profile. Follows the pedagogical and other national goals.	Faculty Handbook Graduate profile	93.H/HAND 9.1.ACL/DPMT
3.5	Refers the SLQF designing the archaeology curriculum	UGC, SLQF & SBS documents	
3.6	Faculty guidelines selecting students for Special degree.	Department minutes Faculty Handbook	9.1.ACL/DPMT 93.H/HAND
3.7	In teaching and assessing students' performance, the department is guided by the graduate profile, which imagines what our graduates want to be as learned citizens and professionals.	Self-Evaluation Report	27.1.ACL/SER 2017
3.8	The curriculum committee has considered ILOs.	Self-Evaluation Report 2017, section1.4 Student feedback Moderated questions	27.1.ACL/SER 2017 61. E/MAR
3.9	Considers the OBE manuals/ proposals.	Faculty Documents - OBE Department Minutes	9.1.ACL/DPMT 11.1.ACL/EV
3.10	Formulated a considerable effort to enhance professionalize the students.	Faculty Handbook Archaeology Curriculum Workshops	93.H/HAND 7.1.ACL/CRLU M 7.1.ACL/CRLU M
3.11	Offers divers courses improving cultural & social harmony.	Faculty Handbook	93.H/HAND 7.1.ACL/CRLU M
3.12	Designed the curriculum logically and	Course unit By-laws	7.1.ACL/CRLU

	consistent with the faculty calendar.	Archaeology curriculum Course Specification Student Request forms	M 7.1.ACL/CRLU M 6.1.ACL/COURSE/SPEC 32.1.ACL/STR Q
3.13	The curriculum has been designed students to obtain higher knowledge and skills, required to work on an independent project.	Curriculum Undergraduate congress Student feedback	7.1.ACL/CRLU M 4.1.ACL/C1 11.1.ACL/EV
3.14	Maintains 100% graduate employability rate and enrolled about 10% graduates in advance degrees.	Enrollment and Graduation/ Employment rates.	15.1.ACL/GD/ DB
3.15	The requirements for awarding the Archaeology (Hons) degree are complying with SLQF and/or SBS specifications.	Faculty handbook SLQF and SBS manuals	93.H/HAND 176.S/SLQF
3.16	Designed and develop the Archaeology special degree programme with the university guidelines.	Departmental Curriculum	7.1.ACL/CRLU M
3.17	Staff members develop the programme.	Department CDC minutes	9.1.ACL/DPMT
3.18	Identified appropriate ILOs for each courses	Program Specifications Archaeology ILOs	7.1.ACL/CRLU M 6.1.ACL/COURSE/SPEC
3.19	Archaeology programme develops skill in following areas: interpersonal communication, self- directed learning, team work, and lifelong learning.	Student feedback	11.1.ACL/EV
3.20	Archaeology Degree program adheres to the Senate ADPC/IQAC	IQAC documents	100.I/FQAC
3.21	Respects the staff and course evaluations	Student feedbacks Departmental minutes	11.1.ACL/EV 9.1.ACL/DPM T
3.22	Uses the outcome of programme	Department Minutes	 9.1.ACL/DPM T

3.23	Collects graduate employment rates to improve the programme.	Archaeology employability	15.1.ACL/GD/DB
3.24	Has been evaluated disabilities Students needs through SNRU.	SNRU	132.M/SNRU
<p>Summery:</p> <p>The programme has been designed and developed adopting the level descriptors of S/SLQF taking also into account both essential elements of the subject of Archaeology and the requirements of society at large, after conceptualizing a carefully thought out graduate profile which incorporates diversity, flexibility and accessibility of learning. The methods of teaching and assessing have been designed with a vision to enhance student-centered learning that is consistent with the curriculum.</p>			
Criterion 4 - Course/ Module Design and Development			
4.1	The Archaeology curriculum has incorporated the input of experts.	Minutes of Department Meetings Faculty Board minutes	9.1.ACL/DPMT 93.H/HAND
4.2	The curriculum matches with the programme objectives and ILOs.	Program Specification Evidence of ILOs	7.1.ACL/CRLU M
4.3	The courses are compliant with SLQF credit definitions and SBS requirements of the UGC.	Course Specification UGC, SLQF and SBS documents Department Minutes	176.S/SLQF 9.1.ACL/DPMT
4.4	Courses/modules adhere to the University approved standards.	Faculty Board minutes Feedback forms	69.F/FBM
4.5	The existing curriculum design follows carefully considered ILOs.	Graduate Profile UGC, SLQF and SBS documents	7.1.ACL/CRLU M 176.S/SLQF
4.6	Applied student centered teaching strategies.	Assessment criteria C1 Forms Faculty Handbook	14.1.ACL/FLD 23.1ACL/PT 4.1.ALC/C1
4.7	Each course contains teaching-learning assessment strategies relevant to the ILOs.	Curriculum Program Specification Faculty Handbook	7.1.ACL/CRLU M
4.8	The course based learning strategies: Teaching, discussion and practical hours, assignments etc.	Course specification Course Syllabi/handbook C1 Form	6.1.ACL/COUR SE/SPEC 7.1.ACL/CRLU M

			4.1.ACL/C1
4.9	Designed and developed courses considering different learning strategies.	Course specifications Student feedback	11.1.ACL/EV
4.10	Works with the neediest students, following the existing guidelines of SNRU.	Department minutes Requests made by the Dean	9.1.ACL/DPMT
4.11	Designed the courses to complete with the intended time.	Faculty timetable Department timetable C1 form Student Feedback	127.M/MTT 30.1.ACL/STAFF 4.1.ACL/C1 11.1.ACL/EV
4.12	The course contents are rigorous, balance and manageable and on time completion.	University course design policy document. Faculty minutes Faculty timetable revision	95.H/HOD
4.13	Use appropriate technology, media and ICT facilities in designing and delivering courses	ICT inventory Student feedback Dissertation/Presentations	16.1.ACL/INV 11.1.ACL/EV 23.1.ACL/PT
4.14	The trained staff for designing and developing courses.	SDC certificates, academic/non-academic	30.1.ACL/STAFF
4.15	The University provides resources for curriculum-matters.	Faculty Minutes Faculty Corporate plan 2017-2020	69.F/FBM 70.F/CORP
4.16	Take appropriate action to process university course approval policy.	Faculty course approval policy University course approval policy	7.1.ACL/CURriculum
4.17	The curriculum committee is aware of the standards.	Department minutes/Senate approved policy	9.1.ACL/DPMT
4.18	Adopts Internal-monitoring strategies of IQAC to evaluate, review and improve the courses.	University IQAC policy IQAC communique	
4.19	Courses and modules are evaluated the semester end.	Department Minutes Student feedbacks	11.1.ACL/EV

Summery:

In setting up ILOs for each course, and for the degree programme, the department has considered university by-laws, course content, teaching methods and methods of assessment in order to achieve the stipulated objectives of the programme guided by the SLQF. The entire curriculum and the pedagogy thereof pay close attention to maintain accessibility for differently abled

students and to run an inclusive programme.

Criterion 5 –Teaching and Learning

5.1	Academics are guided by the institutional mission statement and the departmental graduate profile.	Corporate plan Faculty Handbook Curriculum	70.F/CORP 93.H/HAND 7.1.ACL/CRLUM
5.2	Provides the timetable and curriculum in advance.	Noticed timetables C1 forms Student feedback	21.1.ACL/NOTICES 4.1.ACL/C1 11.1.ACL/EV
5.3	Follows the syllabi and C1 forms.	Curriculum Evaluation forms C1 forms	7.1.ACL/CRLUM 11.1.ACL/EV 4.1.ACL/C1
5.4	The departmental lecturers make attempts to accommodate differently abled students.	LBMC minutes SNRU documents	70.F/CORP 132.M/SNRU
5.5	Instructors have been trained and provided facilities transmitting course content to the students.	Course evaluation Teaching materials	4.1.ACL/C1 11.1.ACL/EV
5.6	Some lecturers incorporate updated information, recognized scholars, and scholarly works.	C1 forms Reading materials Teacher evaluation	4.1.ACL/C1 13.1.ACL/FACILITIES 11.1.ACL/EV
5.7	Provides a series of activities in promoting self-directed/collaborative learning via modern technology.	Dissertations Practical/Reports Presentations	10.1.ACL/DST 14.1.ACL/FLD 23.1.ACL/PT
5.8	Promote students' scholarly work and encourage to participate in the FAUC.	Publications FAUC proceedings	22.1.ACL/PBL C FAUC
5.9	A set of courses where group work is compulsory.	Group assignments Collaborative Practical experiences	23.1.ACL/PT 14.1.ACL/FLD
5.10	Practical research assignments. The editorial activities of the FAUC are done by the Academics.	Student Publications Abstracts Dissertations	22.1.ACL/PBL C FAUC 10.1.ACL/DST
5.11	The departmental staff is conscious, explicit and implicit, gender discrimination	Inquiry reports	99.I/INQ
5.12	Teaching monitored through evaluations.	Course evaluation	11.1.ACL/EV 9.1.ACL/DPMT

		Department Minutes	
5.13	Teaching is carried out with conventional, creative and innovative methods	Student participation	14.1.ACL/FLD
5.14	Applied teacher directed and student centered methodologies.	Internship/Fieldwork	14.1.ALC/FLD
5.15	Follows active deep learning strategies for developing students.	Research based assignments Student satisfaction survey Reports of extra-curricular activities	218.W/SWCC
5.16	Feedback based on regular evaluation form. Students also provide verbal and written feedback.	Student evaluation Student requests	11.1.ACL/EV 32.1.ACL/STR Q
5.17	Discusses the students' comments.	Course specifications Teacher evaluation	11.1.ACL/EV
5.18	Allocation of work with UGC guidelines, teaching related work.	Lecture distribution Coordination Timetables	30.1.ACL/STAFF
5.19	Implied excellence in the teaching on the self-evaluations promoting academics.	Self-evaluation report	ACL/SER2017

Summery:

By its very nature, Archaeology is a subject that promotes holistic education with considerable attention to students' skills, knowledge and attitudes. In addition, with the new emphasis on OBE and SCL, the Department has re-conceptualized its teaching and learning process by incorporating new methods that enhance the holistic approach in education.

Criterion 6- Learning Environment, Student Support and Progression

6.1	Department administrative structure: student friendly working environment.	Student contact hours Student feedbacks Subject/internship Coordinators	11.1.ACL/EV 30.1.ACL/STAFF 14.1.ACL/FLD
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6.2	The faculty conducts programmes for academic staff training with new and effective methods of teaching.	Student feedback	11.1.ACL/EV
6.3	The Orientation programme is introduced covering every aspect of their academic life and emphasizing the SCL and OBE.	Career guidance Unit Faculty Handbook Faculty By-laws ELTU talent show	146.O/OR 93.H/HAND 20.B/BL 48.E/ELTU
6.4	The Code of conduct has been prepared as a separate manual and circulated among students.	Code of Conduct	182.S/CODE
6.5	The student-counsellors actively help students' orientation and counseling.	Orientation programme	146.O/OR
6.6	The Faculty maintains records on orientation programmes and students counselling services, improving the programmes for new-entrants.	Academic Counselors	9.A/FASC
6.7	The Faculty/department Conducts compulsory Induction programme, that familiarizes the academic environment for new students.	SDC training plans Orientation programme Workshops/training programmes	154.P/SDC 146.O/OR 34.1.ACL/WSP
6.8	Conducts practical classes, workshops and internship trainings.	SDC training plans Department workshops	154.P/SDC 34.1.ACL/WSP
6.9	Done by the SNRU	SNRU Faculty LBMC report on Differently Abled students	132.M/SNRU 70.F/CORP
6.10	Only the main library provides computerized assistance in library matters.	Library website	
6.11	The course specification indicates relevant reading materials aiming the ILO.	Faculty handbook C1 forms Material request letters	93.H/HAND 4.1.ACL/C1 19.1.ACL/LIB
6.12	Faculty/department maintains the updated database of students' records.	Faculty student information system Examination results examination reports	FSIS 12.1.ACL/EXAM EXAM
6.13	Organizes diverse academic, cultural and social activities.	undergraduate congress ESL talent show ICHSS conference Faculty Orientation	FAUC 48.E/ELTU FURC 146. O/OR

6.14	Occasionally invited guests shared their knowledge and experience.	Flyers on programmes	28.1.ACL/SMR
6.15	Organizes annually co-curricular activities.	Faculty Handbook Archaeological Society	93.H/HAND 29.1.ACL/SOA
6.16	The students participate in different programmes organized by the CGU	CGU action plan career advisory evidence	218.L/CGU
6.17	Students undergo national/international fieldwork.	Fieldwork Inter-faculty training programmes	14.1.ACL/FLD 20.1.ACL/MO U
6.18	Adds to policy statements and decisions and the institute/faculty related SGBV and GEE.	Complains/Inquiry committee minutes Faculty Board Minutes	69.F/FBM
6.19	Student feedback through a course evaluation.	Student Feedback/requests	11.1.ACL/EV
6.20	faculty/department regularly informs opportunities for training, scholarships, employments, awards an	Faculty handbook scholarships	93.H/HAND 25.1.ACL/SCH L
6.21	lower student dropout rates,	Faculty Examination File Student admission and request committee	61.E/MAR FSC/SARC
6.22	Departmental curriculum committee is guided national educational goal	Employment reports Faculty board minutes	15.1.ACL/GD/ DB 69.F/FBM
6.23	Maintains student file and frequently attends to matters requested.	Disciplinary By-laws for Students Complaints received and action taken	32.1.ACL/STR Q
6.24	The university alumni association is quite active in a various manner.		
Summery:			

The department of Archaeology, staffed by the group of academics and administrators who are knowledgeable and skilled in outcome based learning and the human and physical resources needed, regularly attend to students' requests and concerns, and create opportunities for co-curricular training, workshops, internships, and cultural programmes where the students are able to demonstrate their skills.

Criterion 7- Student Assessment and Awards

7.1	Considers and maintains rational relations between ILOs and assessments.	University By-laws Course unit regulations	20.B/BL 60.E/BL
7.2	Considers SLQF/SBS and Curriculum designing, number of credits and level of assessments.	Graduate profile	
7.3	Follows faculty guidelines.	Policy document Department minutes	69.F/FBM 9.1.ACL/DPMT
7.4	The faculty reviews and revised its curriculum after every five years.	Minutes of review meetings	
7.5	Weightage related to course content and assessment	Course syllabi C1 forms	93.H/HAND 4.1.ACL/C1
7.6	Examiners for each subject are appointed following by-laws, and the list of examiners is sent	Faculty by-laws Faculty board minutes CE1	20.B/BL 69.F/FBM
7.7	The reports of the external examiners	External/Second Examiners Reports	10.1.ACL/DST
7.8	The assessment methods are detailed in the Faculty Handbook.	Examination By-laws C1 forms	60.E/BL 4.1.ACL/C1
7.9	The faculty examination by-laws have stated guidelines for avoiding the conflicts of interest in assessing students and the department closely adheres to those by-laws.	Examination by-laws	60.E/BL
7.10	faculty guidelines the relevant resources	SNRU	132.M/SNRU

7.11	Practices regular advising processes in promoting effective learning.	Examination By-laws Student feedback	60.E/BL 11.1.ACL/EV
7.12	Faculty/department has elaborate instructions for internal/external second making.	Examination board Mark sheets	9.1.ACL/DPMT 12.1.ACL/EXA M
7.13	Transcripts accurately reflect the stages of progression.	Examinations By-laws Faculty Handbook	60.E/BL 93.H/HAND
7.14	Transcripts contain all the basic student's achievements.	Examinations By-laws	60.E/BL
7.15	Result sheets are made available to students.	Exam file Provisional result sheets	61.E/MAR 12.1.ACL/EXA M
7.16	Current programme, assessment schemes and certification are considered Some SLQF guidelines	SLQF manuals Course specifications	6.1.ACL/COUR SE/SPEC
7.17	The Faculty employs examination by-laws	Examination by-laws	60.E/BL

Summery:

Archaeology is a subject where, individual abilities and skills are of considerable significance, the department still adheres to the general principles of consistency and transparency by closely following examination by-laws and other guidelines in assessing skills and competencies. In addition, a set of diverse methods, processes, strategies and tasks are followed in assessing specific ILOs. Where special skills are rewarded with medals, awards, or certificates the selections are done by a panel of experts.

Criterion 8 –Innovative and Healthy Practices

8.1	Uses ICT based facilities.	Teaching equipment	16.1.ACL/INV
8.2	Uses OER namely E-books, and learning activities.	Teaching materials Library webpage	33.1.ACL/TCM T

8.3	Departmental members engage in R &D activities and other outreach activities.	UGC circulars on R&D Institutional documents	R&D Circulars 30.1.ACL/STA FF
8.4	The faculty /Department organize annual conference/workshop where academic/student present research findings	Department Activity plan Annual reports Research publications: FUAC Faculty research committee	FURC FRC
8.5	The Institute provides financial assistance for research/publications.	Academic staff recognized award	30.1.ACL/STA FF
8.6	Special student Dissertation included two semesters of research with their findings.	By laws-Dissertations Student publications Undergraduate Research Congress	10.1.ACL/DST 22.1.ACL/PBL C FURC
8.7	Introduced formal internship/work based training.	Internship documents CCF Exchange	14.1.ACL/FLD 14.1.ACL/FLD
8.8	Exchange programme students are selected, namely, Japan, and EU. `	MOU Faculty Handbook	20.1.ACL/MO U 93.H/HAND
8.9	The Faulty receives a percentage of income from CDCE and PGIHS.		
8.10	The selected universities' Credit-transfers are allowed.	Faculty Handbook	93.H/HAND
8.11	Staff and students in archaeology already engaged in outreach activities.	Exhibitions and Conference related activities	14.1.ACL/FLD

8.12	Encourages student participation at regional and national level competitions.	Awards received Senate approved prize/medal list	25.1.ACL/SCH L
8.13	A curriculum revision is going on, Second marking for dissertations.	Faculty Board minutes Exam by-laws Dissertation Reports	69.F/FBM 60.E/BL
8.14	BA(Hon.) students are allowed to exit with a general degree if request in the beginning of the third year.	Student Request forms	93.H/HAND

Summery:

The department is aware of cutting-edge technological advancements in teaching and whenever possible those technologies are used in teaching activities. And the department has several programmes in place in order to enhance the cooperation between ‘industry’ i.e., outside society, field and to ensure SCL through OER. The department utilizes available resources to make a smooth transition between undergraduate education and postgraduate training, skill-based career opportunities, and intellectual innovation and growth.

Bachelor of Arts (Hons) in Fine Arts

Criterion 1- Programme Management

Standards	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 Document
1.1	Managed according to the Universities Act and the By-laws.	Departmental Meeting Minutes By-laws; Faculty Board Minutes (FBM)	48.1 FNA/DMM 20.B/BL 69.F/FBM
1.2	The Action Plan is up to date.	Corporate Plan for 2017-2021 Department Action plan	197. U/COP 46.1 FNA/ DAP
1.3	Management procedures are in compliance with national and institutional SOPs.	Annual internal audit report Establishment Code	10. A/AUD 65. E/CODE
1.4	The Department adheres to participatory governance.	Departmental Meetings Minutes	48.1 FNA/ DMM
1.5	Follows the annual academic calendar of the faculty.	Approved academic calendar Departmental Time Tables	14. A/CAL 53.1 FNA/ DTT
1.6	Handbook is given to incoming students.	Hand Book Disciplinary by-laws	93. H/HAND 183. S/DISC
1.7	Prospectus is given to incoming students.	Faculty Handbook Examination By-laws FA Syllabi C1-forms.	93. H/HAND 60. E/BL 58. 1 FNA/ FAS/CS/GP/IL O
1.8	The Department Website is up to date.	Department Web page	49. 1 FNA/ DWEB
1.9	An orientation programmes is conducted.	Faculty Welcome Ceremony	201. W/WEL
1.10	Faculty's records are managed in a professional manner.	Faculty website Examination	77. F/REGI 56.1. FNA/ EXAM

1.11	ICT facilities are updated. The Faculty MIS system is used.	Inventory Faculty MIS System	61. 1 FNA/ IVL 77. F/REGI 47. E/E-L 145. O/EOR
1.12	Copies of University Charter and Code of conduct are provided.	Orientation Program Records of Inquiries	146. O/OR 157. R/INQ
1.13	Duty lists for the staff are provided.	Staff Duty Lists	71. 1 FNA/ SDL
1.14	Teacher/Course evaluation sheets are used.	Teacher Evaluations Sheets Student Feedback Form Departmental Meeting Minutes	79.1 FNA/ TEF 74.1 FNA/ SFBS 48.1 FNA/DMM
1.15	Faculty IQAC works with IQAU.	FQA Cell List of activities, programs conducted by the ARTSED unit;	53. E/FQAC 110. L/ART 6. A/FADPC
1.16	Curriculum is reviewed by a committee.	Departmental Meetings Minutes	48.1 FNA/DMM
1.17	Department implements OBE-SCL to a certain level.	Assignments-Presentations, Practical Productions	38.1 FNA/ADORG
1.18	Policy frame work of FQAC and University ADPC.	IQAC minutes	100. I/FQAC
1.19	Curriculum and quality are monitored through student feedback.	Departmental Meeting Meetings Course Evaluation Sheets Syllabus Revision Documents	48. 1 FNA/DMM 44.1 FNA/ CES 78. 1 FNA/SRD
1.20	Department has implemented collaborative partnerships with foreign universities	MOU's Signed AFCP Grant documents MOU's	137. M/MOU 36.1 FNA/AFCP 66.1 FNA/ MOU

1.21	Academic Counselling mechanisms are utilized.	Faculty Academic Student Counsellors Dissertation Supervision	13.A/ COM 54.1 FNA/DIS
1.22	Students' access to health services, cultural, aesthetic, recreational and sports activities are assured.	Orientation Programme Co/extra-curricular activities Awards	146. O/OR 42. 1 FNA/ EXCA 75.1 FNA/ SP,CW& AWD
1.23	Safety and security of students are ensured.	Letters to Security Office Inquiry Related documents	63. 1 FNA/ LSOF 59.1 FNA/IRD
1.24	By-laws pertaining to examinations, examination offences, student discipline are followed.	Examination by-laws	60. E/BL
1.25	Special Needs Resource unit supports/assists such students.	Sexual Bylaws (p.56) Special Needs documents on finance support.	5. W/SGBV 206. W/FIC
1.26	University framework of Code of Conducts to ensure GEE and anti- SGBV is pending the Senate's approval.	Files with complaints in the Dean's office.	87. F/COMP
1.27	Practices the Zero tolerance ragging and prevents all forms of harassment.	Handbook Files of the ragging incidence along with their enforced punishments.	93. H/HAND 86. F/RAG
In relation to programme management the department of Fine Arts conducts its activities punctually, effectively, and in a participatory manner, with a focus on student-centered learning, instructed by the faculty and university guidelines also paying close attention to student feedback.			

Criterion 2 -Human and Physical Resources

Standards	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
2.1	The Department has 06 (04-PhDs, 02- Masters qualifications) permanent academic members.	Academic cadre review document.	41.1 FNA/ CDR
2.2	Mid- level academics are encouraged to seek PG opportunities and they are received training at the SDC.	Academic cadre review document. Action Plan	41.1 FNA/CDR 46.1 FNA/ DAP
2.3	All permanent staff have received induction training.	SDC certificates	69.1 FNA/ SDC
2.4	Training programs were organized, and self-evaluation date were collected for monitoring.	List of programs offered in the faculty.	120. L/CO
2.5	The Department effectively manages limited resources. A building proposal indicating requirements has been submitted to the University.	Inventory Infrastructure development proposal	61.1 FNA/ IVL 52.1 FNA/ DLBMC.
2.6	Department provides specialized training. Department has: <ul style="list-style-type: none"> • one mini video editing lab • Music room with instruments • Computer lab with 09 computers 	Inventory Equipment claiming forms IT laboratory reservation forms	611. FNA/ IVL 55.1 FNA/ECF 62.1 FNA/ ITRF
2.7	Staff members have given trainings. .	Moodle/LMS training program attendance.	207. W/LMS
2.8	Main library/ staff serves both staff and students. Department maintains a collection of audio, video materials.	Orientation program; Report of the library facilities; Link to the online catalogue.	146. O/OR 158.R/RES 108. L/LIB

2.9	<p>Department has adequate ICT facilities.</p> <p>Department offers ICT based two courses to acquire skills of students (FNA 311, 313).</p>	<p>Inventory FNA 303 and FNA 313 courses IT lab reservation forms</p>	<p>61.1 FNA/ IVL 58.1 FNA/ FAS/CS/GP/ILO 62.1 FNA/ ITRF</p>
2.10	<p>Faculty provides ESL facilities for students.</p>	<p>ESL Faculty timetable copy ELTU activities</p>	<p>52. E/TT 48. E/ELTU</p>
2.11	<p>Department trains students in “soft skills”/ “Life skills” through core curricular activities.</p>	<p>Internship Workshops Practical Productions Student Publications, Creative Works</p>	<p>60.1 FNA/ ID 82.1 FNA/ WS/FV 58.1 FNA/FAS/CS... 75.1 FNA/ SP,CW& AWD</p>
2.12	<p>The university, only trilingual Higher education institute in the country, conducts academic and administrative activities in all three languages, practically enhancing the ethnic cohesion and social harmony.</p>	<p>Orientation program schedule Multicultural Activities</p>	<p>146. O/OR 65.1 FNA/MCA</p>
<p>Human and physical resources has been the primary focus of attention of the department and has made considerable effort to improve knowledge, skills and attitudes of the staff by creating opportunities for them to be gain further training. In terms of the physical resources, the department has found itself restricted at times, but the department and faculty have taken steps to maximize the use of available resources.</p>			

Criterion 3: Programme Design Development

Standard	Claim of the compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
3.1	Curriculum Committee developed the curriculum.	Departmental Meeting Minutes Syllabus Revision Documents	48.1 FNA/ DMM 78.1 FNA/ SRD
3.2	Stakeholders' feedback was/will be incorporated.	Departmental Meeting Minutes, Student Employability Survey	48.1 FNA/DMM 73.1 FNA/SES
3.3	Feedback was collected.	Progress report of the curriculum development project Report Departmental Meeting Minutes Faculty Boards Minutes	78.1 FNA/ SRD 48.1 FNA/ DMM
3.4	In designing the curriculum, the mission statement of the institute/ faculty, and the graduate profile of the department were taken into account.	University Corporate/strategic plan Faculty corporate plan Feedback Sheets	197. U/COP 70. F/CORP 74.1 FNA/SFBS
3.5	Department refers to SLQF guidelines.	Department Meeting Minutes	48.1 FNA/ DMM
3.6	Faculty guidelines are followed. In cases where students wants to change subjects/ courses the department allows smooth transition within two weeks of the semester.	Department Meeting Minutes Fine Arts Syllabi	48.1 FNA/ DMM 58.1 FNA/ FAS/CS/GP/ILO
3.7	In teaching and assessing students' performance the department is guided by the graduate profile.	Graduate profile	58.1 FNA/ FAS/CS/GP/ILO

3.8	Department has setup ILOs taking in to account the pedagogical requirements and the integrity of the subject.	Graduate Profile	58.1 FNA/ FAS/CS/GP/ILO
3.9	Department takes in to account suggestions made by OBE manuals/ proposals.	Departmental Meeting Minutes C1 forms Student Feedback	48.1 NA/ DMM 40.1 FNA/ C1 74.1 FNA/ SFBS
3.10	The existing Curriculum has enhanced professional and vocational skills.	Faculty Handbook Fine Arts Syllabi Workshops Proposed New course Structure	93. H/HAND 58.1 FNA/ FAS/CS/GP/ILO 82.1 FNA/ WS/FV 78.1 FNA/ SRD
3.11	Some courses improve cultural and social harmony, diversity, equity and social justice.	Faculty Handbook Fine Arts Syllabi (FNA 210, FNA 402,)	93. H/HAND 58.1 FNA/ FAS/CS/GP/ILO
3.12	Courses are designed logically and consistent with the faculty calendar, and the students are encouraged to make their own choices in selecting subjects.	Fine Arts Syllabi Proposed New course Structure Faculty Board Minutes (No.269)	58.1 FNA/ FAS/CS/GP/ILO 78.1 FNA/SRD 69. F/FBM
3.13	The curriculum takes students forward incrementally. All students are required to work on an independent project (practical production/ Dissertations).	Fine Arts Syllabi C1 form. Productions & Creative Works Student feedback forms Dissertations	58.1 FNA/ FAS/CS/GP/ILO 40.1 FNA/C1 75.1 FNA/ SP,CW&AWD 74.1 FNA/ SFBS 54.1 FNA/DIS
3.14	The Department's graduation rate is maintaining 100%. And	Enrolment and Graduation rates from AR	51. E/RATE 73.1 FNA/SES

	all its graduates are employed in state or private sector. About ten percent of graduates are following advance degrees.	Student employability Survey	
3.15	The requirements comply with SLQF and / SBS specifications.	Handbook	93. H/HAND
3.16	Programme is designed and developed aligned with the university approved guidelines.	Departmental Meeting Minutes	48.1 FNA/ DMM
3.17	Staff members engage in developing the programme.	Department Meeting Minutes	48.1 FNA/ DMM
3.18	Department has identified appropriate ILOs for each course incorporating practical training.	Course Specification Course ILOs C1 Forms	58.1 FNA/FAS/CS/GP/I LO 78.1 FNA/ SRD 40.1 FNA/C1
3.19	Program develops skills in interpersonal, communicational, self-directed learning, team work, and life-long learning.	Course Specification Student feedback, Course evaluation sheets	58.1 FNA/FAS/CS/GP/I LO 74.1 FNA/ SFBS 44.1 FNA/CES
3.20	program adheres to Senate ADPC/ IQAC, and is processed through a system of review.	Departmental Meeting Minutes IQAC documents	48.1 FNA/DMM 100 I/IQAC
3.21	Department continuously monitors the academic programme through staff evaluation and course evaluations	Course evaluation Sheets Student feedbacks Departmental Meeting Minutes	44.1 FNA/ CES 74.1 FNA/ SFBS 44.1 FNA/ DMM

3.22	Department uses the outcome of monitoring in developing and designing the curriculum.	Departmental Meeting Minutes	44.1 FNA/DMM
3.23	Department collects information about graduate employment and uses the to improve the Programme.	Student employability Survey	73.1 FNA/ SES
3.24	Faculty evaluates the needs of students' with disabilities.	Minutes of SNRU; AAUP minutes &Student Welfare Committee	132. M/SNRU 3. A/SWC
<p>The programme has been designed and developed adopting the level descriptors of SLQF taking also into account both essential elements of the subject of Fine Arts and the requirements of society at large, after conceptualizing a carefully thought out graduate profile which incorporates diversity, flexibility and accessibility of learning. The methods of teaching and assessing have been designed with a vision to enhance student-centered learning that is consistent with the curriculum.</p>			

Criterion 4 - Course/ Module Design and Development

Stan dard	Claim of the compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
4.1	Curriculum has incorporated the inputs of experts.	Departmental Meeting Minutes	48.1 FNA/ DMM
4.2	Curriculum matches the program objectives and ILOs.	Course Specification/ILOs	58.1 FNA/FAS/CS/GP/IL O
4.3	Courses comply with SLQF credit definitions and SBS requirements of the UGC	Course Specification Departmental Meeting Minutes	58.1 FNA/ FAS/CS/GP/ILO 48.1 FNA/ DMM
4.4	Courses/modules adhere to approved standards.	Templates of C1 and other... Faculty Board meeting minutes	211. W/C1 69. F/FBM
4.5	Curriculum design follows the ILOs.	Fine Arts Syllabi C1 Forms Student Feedback	78.1 FNA/FAS/CS/GP/IL O 40.1 FNA/C1 74.1 FNA/ SFBS
4.6	The department has applied student centered teaching strategies	Fine Arts Syllabi with Assessment Criteria C1 Student Feedback	78.1 FNA/FAS/CS/GP/IL O 40.1 FNA/C1 74.1 FNA/SFBS
4.7	Each course contains teaching and learning, assessment strategies relevant to the ILOs.	Fine Arts Curriculum/Course spec Fine Arts Revised Curriculum	58.1 FNA/FAS/CS/GP/IL O 78.1 FNA/SRD
4.8	Programme uses different learning strategies:	Course Specifications C1 Fine Arts Revised Curriculum	58.1 FNA/FAS/CS/GP/IL O 40.1 FNA/C1 78.1 FNA/SRD
4.9	Courses adopts different learning strategies.	Course specifications Student feedback Sheets Student employability Survey, Evidence of tracer studies	58.1 FNA/FAS/CS/GP/IL O 74.1 FNA/SFBS

			73.1 FNA/SES
4.10	Department follows existing guidelines of SNRU.	Department meeting minutes Student Requests	48.1 FNA/ DMM 76.1 FNA/SR
4.11	Courses are completed within the intended time.	Handbook Faculty Semester time tables Departmental Time Tables/ Stud. Attendance sheets	93. H/HAND 84. F/SEM 130. M/MID 53.1 FNA/DTT
4.12	The course content is rigorous, balance, and can be completed in time.	C1 Departmental Meeting Minutes	40.1 FNA/ C1 48.1 FNA/DMM
4.13	Use Appropriate technology, media and ICT facilities in designing and delivering courses.	Inventory Fine Arts Courses (FNA 303, FNA 311) Revised Curriculum Dissertation Proposal presentations Student Feedback	61.1 FNA/IVL 58.1 FNA/FAS/CS/GP/IL O 78.1 FNA/SRD 54.1 FNA/DIS 74.1 FNA/SFBS
4.14	The staff is trained in designing and developing courses.	Training schedules of Staff development center.	192. T/SDCS 94. H/HETC 17. A/ART
4.15	University provides appropriate resources for curriculum matters.	Staff academic qualifications Evidence of Faculty using its generated funds	179.S/QUAL 94.H/HETC 55.E/FUND
4.16	Follows university's course approval policy.	Faculty ADPC minutes and guidelines for course approval	6. A/FADPC 212. W/DUI
4.17	Curriculum committee is aware of the standards.	Evidence of circulations (Head / Dean's letters) Faculty Board Minutes Departmental Communique	54. E/FQAD 69. F/FBM 47.1 FNA/ DCS

4.18	Adopts Internal monitoring strategies.	Departmental Communique Faculty Board Meeting minutes	47.1 FNA/DCS 69. F/FBM
4.19	Courses and modules are evaluated at the end of the semester.	Departmental Meetings Minutes	48.1 FNA/ DMM
In setting up ILOs for each course, and for the degree programme, the department has considered university by-laws, course content, teaching methods and methods of assessment in order to achieve the stipulated objectives of the programme guided by the SLQF. The entire curriculum and the pedagogy thereof pay close attention to maintain accessibility for differently abled students and to run an inclusive programme.			

Criterion 5 –Teaching and Learning

Stand ards	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
5.1	All academic activities are guided by the institutional mission statement and the graduate profiles.	Cooperate Plan Action Plan Hand Book Fine Arts Syllabi	70. F/CORP 46.1 FNA/ DAP 93. H/HAND 58.1 FNA/ FAS/CS/GP/ILO
5.2	Time table and course syllabi are provided in advance.	C1 Forms Course Evaluation Course Specifications	40.1 FNA/C1 44.1 FNA/CES 58.1 FNA/FAS/CS/GP/ILO
5.3	Department follows syllabi and the C1 forms.	Fine Arts Syllabi Course Evaluation C1 forms	23F. FAS/CS/GP/ILO 44.1 FNA/CES 40.1 FNA/C1
5.4	Lecturers accommodate differently-abled students but buildings and class room facilities are not be always inclusive in this respect.	List of facilities available at SNRU LBMC Minutes	115. L/SNRU 52.1 FNA/LBMCM
5.5	Instructors have been trained to follow different methods of delivery.	Student Feedback Course Evaluation	74.1 FNA/SBF 44.1 FNA/CES

5.6	Some lecturers incorporate updated information and knowledge of their own research findings and activities as well as the other recognized scholars and publics' scholarly works and activities.	C1 Forms Teaching Materials Teacher Evaluation	40.1 FNA/C1 80.1 FNA/TM/RF 79.1 FNA/ TEF
5.7	The Department promotes self-directed/ collaborative learning through individual/ group assignments.	Dissertations Practical Productions... and so on Assignments	54.1 FNA/DIS 75.1 FNA/ SP,CW& AWD 38.1 FNA/ASSI
5.8	The Department promotes students' scholarly and creative work by publishing student journals, wall papers, and talent shows.	Student Publications, Productions... and so on	75.1 FNA/ SP,CW& AWD
5.9	The Department has a set of courses where group work is compulsory.	Assignments Collaborative Practical Experiences	38.1 FNA/ASSI 43.1 FNA/CPE
5.10	Research oriented assignments are given to promote students' research, writing, and creative skills.	Student Publications, Productions... and so on. Dissertations	75.1 FNA/ SP,CW& AWD 54.1 FNA/ DIS
5.11	Staff is conscious of explicit and implicit discrimination based on gender and sexual orientation.	Inquiry Related Document	59.1 FNA/IRD

5.12	Teaching activities are monitored through evaluations.	Course Evaluation Departmental Meeting Minutes	44.1 FNA/CES 48.1 FNA/DMM
5.13	Teaching is carried out with creative and innovative methods.	Teacher Evaluation Inventory Assignments	79.1 FNA/TEF 61.1 FNA/IVL 38.1 FNA/ASSI
5.14	Student centered activities are carried out using teacher- directed, and student centered methodologies.	Student Feedback Assignments Internship	74.1 FNA/SFBS 38.1 FNA/ASSI 60.1 FNA/ID
5.15	Department follows active deep learning strategies for developing students' academic progress and wellbeing.	Assignments Library Reader Service Studies	38.1 FNA/ASSI 107. L/READ
5.16	Feedback sheets are used to obtain regular evaluation from students. Students are also provided with a safe environment to provide verbal and written feedback.	Course Evaluation Teacher Evaluation Student Feedback Student Requests	44.1 FNA/CES 79.1 FNA/TEF 74.1 FNA/SFBS 76.1 FNR/SR
5.17	Department uses students' comments in improving teaching and learning.	Course Specifications Teacher Evaluation Departmental Meeting Minutes	58.1 FNA/FAS/CS/GP/ILO 79.1 FNA/TEF 48.1 FNA/DMM
5.18	Work allocation follows UGC guidelines.	Staff Duty Lists (Academic, Non Academic)	71.1 FNA/SDL
5.19	A set of indicators of excellence in teaching is followed when promoting academics.	Teacher Evaluation	79.1 FNA/TEF

By its very nature, Fine Arts is subject that promotes holistic education with considerable attention to students' skills, knowledge and attitudes. In addition, with the new emphasis on OBE and SCL, the department has re-conceptualized its teaching and learning process by incorporating new methods that enhance the holistic approach in education.

Criterion 6- Learning Environment, Student Support and Progression

Standards	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
6.1	Department makes students feel welcome.	Time Tables with Student contact hours. Teacher Evaluation	53.1 FNA/DTT 79.1 FNA /TEF
6.2	Faculty/Department conducts programs.	Student Satisfaction Survey Student Feedbacks Workshops ELTU Activities	77.1 FNA/SSS 74.1 FNA/SFBS 82.1 FNA/WS/FV 48. E/ELTU
6.3	Faculty orientation programme introduces students to every aspects of their academic life.	Orientation Programme Programmes conducted by the SDC; Workshops Conducted by the ARTSED	146. O/OR 154. P/SDC 17. A/ART
6.4	Code of conduct manual is circulated among students.	Student Disciplinary Bylaws	183. S/DISC
6.5	Students' counsellors make students integrated into university life.	Orientation Programme for students; Workshops Conducted by SWC and CGU Assignments Dissertations	146. S/OR 202. W/SWC 38.1. FNA/ASSI 54.1 FNA/DIS
6.6	Department maintains records related to student Supportive services.	Student Satisfaction Survey Departmental Meeting Minutes	77.1 FNA/ SSS 48.1 FNA/DMM
6.7	Induction programme trains staff in methods of gaining maximum effects from existing resources.	SDC Training Plans Orientation programme MOODLE Workshops	174. S/SDC 146. S/OR 207. W/LMS 82.1 FNA/WS/FV

6.8	The Department conducts IT laboratory sessions (Staff & students), practical classes, workshops and internship trainings.	FNA 303, FNA 313 Course Modules Workshops Student Satisfaction Survey	58.1 FNA/ FAS/CS... 82.1 FNA/WS/FV 77.1 FNA/SSS
6.9	Done by Special Needs Resource Unit (SNRU)	Handbook List of facilities available at the SNRU	93. H/HAND 115. L/SNRU
6.10	Library is computerized.	Links to Online Data bases; Usage Reports of library journals	109. L/DATA 107. L/READ
6.11	Course specifications indicates reading materials to fulfil the ILOs.	Faculty Orientation Information C1 Forms	146. S/OR 40.1 FNA/C1
6.12	Faculty maintains a database of students' records. Department keeps records.	Faculty Website and relevant links EXAM	77. F/REGI 56.1 FNA/EXAM
6.13	Department organizes a set of diverse academic, cultural, social activities.	Departmental Cultural Activities	42.1 FNA/EXCA 65.1 FNA/ MCA
6.14	Department hosts invited guests who function as mentors.	Departmental Flyers on Programmes Flyers/Invitations for seminars; Student Feedbacks	50.1 FNA/DFP 90. F/SEMI 74.1 FNA/SFBS
6.15	Faculty /Department organizes co-curricular activities.	Co-Curricular Activities List of Co-curricular activities conducted by ASU	42.1 FNA/EXCA 65.1 FNA/ MCA 111. L/CO
6.16	Students participate in programs organized by the CGU.	Welfare Center/Annual Work done report List of Participants in CGU Activities	218.W/SWCC 118. L/CGU

6.17	The final year students undergo work-based placements and internship trainings.	Internship Documents	60.1 FNA/ID
6.18	The SGBV and GEE act is in the process of approving. Complaints are inquired by a disciplinary board appointed by the Vice Chancellor.	Inquiry reports	59.1 FNA/IRD
6.19	Department obtains end semester feedback.	Student Satisfaction Surveys Student Feedbacks Departmental Meeting Minutes	77.1 FNA/ SSS 74.FNA/SFBS 48.1 FNA/DMM
6.20	Faculty/ Department informs students of available opportunities for training, scholarships, employments, and awards.	Employability Survey Students Requests (Recommendation letters)	73.1 FNA/SES 76.1 FNA/SR
6.21	Dropout rates of our students is extremely low, department /faculty still has several fall back options in place.	Faculty Student Admission and Request Committee meeting minutes	219. W/SRC
6.22	Departmental Curriculum Committee, is guided by national educational goals. At the end of the each semester Faculty results board scrutinize results for each course and degree programmes.	Employability Survey	73.1 FNA/SES
6.23	Department maintains the request file and attends to matters requested.	Inquiry Reports Disciplinary by-laws for Students Minutes of Board of Discipline	59.1 FNA/IRD 43. D/DISC 133.M/DISC
6.24	The Faculty encourages the alumni to assist students in need and in preparing them for their professional future.	Details of AAUP support for needy students	41. D/SNRU
The department of Fine Arts, staffed by the group of academics and administrators who are knowledgeable and skilled in outcome based learning and the human and physical resources needed, regularly attend to students' requests and concerns, and create opportunities for co-curricular training, workshops, internships, and cultural programmes where the students are able to demonstrate their skills.			

Criterion 7- Student Assessment and Awards

Standards	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
7.1	Maintains rational relations between ILOs and Assessment.	Course unit Regulations (43-48 pages) Fine Arts Course Specifications C1 Forms	93. H/HAND 58.1 FNA/FAS/CS/G P/ILO 40.1 FNA/C1
7.2	Maintains a clear relation between SLQF/SBS.	Fine Arts Syllabi/ Course Specifications C1 Forms	58.1 FNA/FAS/CS/G P/ILO FHB 40.1 FNA/C1
7.3	Department follows faculty guidelines.	Departmental Meeting Minutes on Curriculum Development. C1 Forms	48.1 FNA/DMM 40.1 FNA/C1
7.4	Reviews and revises its curriculum after every five years.	Departmental Meeting Minutes on Curriculum Development.	48.1 FNA/DMM
7.5	Weightage is stated in the syllabi.	Fine Arts Syllabi C 1 forms	58.1 FNA/FAS/CS/G P/ILO FHB 40. 1 FNA/C1
7.6	Examiners are appointed following by-laws.	Examination by-laws CE1 forms / TOR for Examiners	60. E/BL 56.1 FNA/EXAM
7.7	Reports of the external examiners are considered.	External examiners reports	56.1 FNA/ EXAM
7.8	Assessment methods are detailed in the handbook/ syllabi.	Examination by-laws Fine Arts Course syllabi C1 forms	60. E/BL 58.1 FNA/FAS/CS/G P/ILO FHB 40.1 FNA/C1
7.9	Faculty examination by-laws clearly stated guide lines.	Examination by-laws	60. E/BL
7.10	Resources are available for differently abled students.	SNRU	41. D/SNRU
7.11	Department promotes effective learning.	Examination By-laws Handbook Student Feedbacks	60.E/BL 93.H/HAND 74.1 FNA/SFBS

7.12	Department has clear guidelines for marking- related activities.	Mark Sheets Second marker's report	56.1 FNA/ EXAM 56. 1 FNA/EXAM
7.13	Transcripts accurately reflect progression.	Examinations by-laws Transcripts- Sample Faculty Hand Book	60. E/BL 56.1 FNA/EXAM 93. H/HAND
7.14	Transcripts contain all the basic information.	Examination by-laws Transcripts -Sample	60. E/BL 56.1 FNA/EXAM
7.15	Result sheets delivered at different levels	Exam Marks Examination Marks Record	56.1 FNA/EXAM 61. E/MAR
7.16	Current programme, assessment schemes, certification are consistent with SLQF guidelines.	SLQF manuals Course Specifications	176. S/SLQF 58.1 FNA/FAS/CS/G P/ILO FHB
7.17	Faculty employs examination by-laws.	Examination by-laws Time Tables	60. E/BL EXAM/TT
Being considerate of the fact that Fine Arts is a subject where, individual talents and skills are of considerable significance, the department still adheres to the general principles of consistency and transparency by closely following examination by-laws and other guidelines in assessing skills and competencies. In addition, a set of diverse methods, processes, strategies and tasks are followed in assessing specific ILOs. Where special skills are rewarded with medals, awards, or certificates the selections are done by a panel of experts.			

Criterion 8- Innovative & Healthy Practices

Standards	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	Department utilizes existing ICT facilities for intended teaching methods.	List of Teaching Methods and Equipment Teacher Evaluation Student Feedback	81.1 FNA/TM/E 79.1 FNA/TEF 74.1 FNA/SFBS
8.2	Staff members use OER such as E-books, films, music tracks and other materials for teaching and learning activities.	Teaching Materials Library Webpage	80.1 FNA/TM/RF 108 L/LIB 109 L/DATA
8.3	Department members engage in R &D activities of their own	UGC Circulars on R&D Documents on Institutional and National Recognitions received by Academics	FNA/ Mgt./ General Circulars 83.1 FNA/ OTD/ STUA
8.5	Institute provides opportunity, financial assistance for research and publications.	Faculty Board minutes Senate Minutes	69. F.FBM 1. A/SEN
8.6	Students write an independent dissertation and present their findings at FAUC.	Dissertations Students Publications and Productions	54.1 FNA/DIS 75.1 FNA/SP/,CW& AWD
8.7	Department has introduced formal internship and work -based trainings for students.	Internship Documents	60.1 FNA /ID
8.8	Department is in the process of implementing several exchange programmes.	MOUs Faculty Exchange Programmes	66.1 FNA/MOU 137. M/MOU
8.9	The Faculty receives a percentage of income from various University Programmes.	Teacher Training Programmes/counselling/English Extension Course	189. T/TEA
8.10	Credit-transfers are allowed if the university has an equivalent course unit system.	Handbook (pp45-48)	93. H/HAND
8.11	Staff / students of the Department has various co-curricular activities.	Co/Extra-Curricular Activities, Exhibitions, Conferences	42.1 FNA/EXCA

8.12	Department encourages student participation at regional and national level competitions.	Awards Received	75.1 FNA/SP/,CW& AWD
8.13	A curriculum has been recently revised by a panel.	Departmental Meeting Minutes Examination- Moderation, Paper Setting... Dissertations Reports	48.1 FNA/DMM 56.1 FNA/EXAM 54.1 FNA/DIS
8.14	Special Degree students are allowed to exit with a three year general degree if requests.	Student Request Forms Handbook	76.1 FNA/SR 93. H/HAND
The department is aware of cutting-edge technological advancements in teaching and whenever possible those technologies are used in teaching activities. And the department has several programmes in place in order to enhance the cooperation between ‘industry’ i.e., outside society, and to ensure SCL through OER. The department utilizes available resources to make smooth transition between undergraduate education and postgraduate training, skill-based career opportunities, and intellectual innovation and growth.			

Bachelor of Arts (Hons) in Philosophy

Criteria 1 Program Management

Std. No	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
1.1	Managed under the Head of the department/ sub committees	Department Minutes Faculty By laws Faculty Board minutes	92.1.PHY/DMM 20.B/BL 69.F/FBM
1.2	Departmental Action Plan, university's HEI's strategic plans	Departmental Action Plan Training for staff members	112.PHY1./OTD 144.N/ST
1.3	Compliance with national and institutional standard operational procedures	Departmental operational Procedure Faculty annual reports ADPC	92.1.PHY/DMM 69.F/FBM 6.A/FADPC
1.4	Department adheres to Participatory Governance	Faculty board Minutes Department Minutes Co-curricular activities	69.F/FBM 92.1.PHY/DMM 93.PHY/ECO-AC
1.5	Committed to the Annual Academic Calendars	Faculty academic calendar Faculty Minutes	66.F/CAL 69.F/FBM 86.1.PHY/TP
1.6	Faculty and Department Student Handbook	Faculty Handbook SEC Student code of Conduct	28.C/HAND
1.7	The faculty Prospectus to incoming students.	Faculty hand book departmental Prospectus	28.C/HAND 92.1.PHY/DMM
1.8	Updated Website	Departmental Webpage Faculty web page	117.1.PHY/WEB ₅₁ 75.F/WEB
1.9	Faculty Orientation programs are	Faculty Orientation	146.O/OR

	conducted.	Information Faculty Website	75.F/WEB
1.10	Secured maintenance of accurate records and Confidentiality	Faculty board Minutes Faculty Student Information	69.F/FBM 156.R/EXIT
1.11	Updated ICT Facilities	Departmental Computer Lab.	87.1.PHY/ICT
1.12	Copies of University charters and code of conduct are provided	Faculty board Minutes Student Code of Conduct Faculty Orientation Information	69.F/FBM 182.S/CODE 146.O/OR
1.13	Implementation of Duty list to for all staff	Duty list of the staff Appointment Letters Information of Faculty Employers	88.PHY/DRS 89.1.PHY/AL 74.F/PROF
1.14	Staff evaluation, course evaluations used as performance appraisal system	Student feedback forms	91.1.PHY/SFF
1.15	Dept follows the Faculty- IQAC, which works in liaison with the IQAU	Faculty Quality Assurance Shell	53E/FQAC
1.16	Department Curriculum Committee review and update	Department Minutes	92.1.PHY/DMM
1.17	Department implements OBE-SCL in a certain level	Faculty Annual Undergraduate Congress. Departmental programs with student societies	73.F/SPUB 93.1.PHY/ECO-AC
1.18	Follow the Policy on Program Approval. FQAC/ADPC	Syllabus Revision Process	
1.19	Implementation of curriculum and quality of education through student feedback.	Student Feedback	91.1.PHY/SFF
1.20	Collaboration with International universities	Faculty MOU Documents	137.M/MOU
1.21	Academic counselling mechanisms within faculty/departmental levels	Student Counselling system	9. A/FASC

		Faculty Academic student counsellors Faculty student welfare centre Special Need Resource Unit	218.W/SWCC 41.D/SNRU
1.22	Faculty / department assures the student's requirements	Extra activities conducted by the department. Faculty Orientation program	93.1.PHY/ECO-AC 146.O/OR
1.23	Ensure the security of students	Faculty Minutes Faculty By Laws	69.F/FBM 20.B/BL
1.24	Adopts Examinations by Laws pertaining to examinations offences	Examination BY Laws Faculty by Laws	60.E/BL 20.B/BL
1.25	SNRU support for such students	Faculty and Special needs Student center minutes	132 M/SNRU
1.26	University framework of Code of conduct for ensure GEE and anti SGBV	Minutes of Senate	1.A/SEN
1.27	Policy of zero tolerance of ragging	University By Laws University students Charter 2012	20.B/BL 182.S/CODE 86.F/RAG
In relation to programme management, the Department of Philosophy conducts its activities punctually, effectively, and in a participatory manner, with a focus on student-centred learning, instructed by the faculty and university guidelines paying close attention to student feedback as well.			

Section 2: Human and Physical Resources

STD.NO	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
2.1	All are qualified in their expertise areas.	Number of Cadres Staff Staff development Documents.	108.1.PHY/DC 97.1.PHY/SDP
2.2	Encourages mid-level academics for postgraduate opportunities	Staff Exchange Program,	97.1.PHY/SDP
2.3	Adaptation of HRD Policies	Staff Development Program	97.1.PHY/SDP
2.4	Continued Professional Development of Staff	Moodle workshops	207.W/LMS
2.5	The department manages its limited resources.	Inventory of Departmental Structure Job Profile of Technical officers Department Computer Unit Department Library	112.1.PHY/OTD 99.1.PHY/JPNA 87.1.PHY/IT 109.1.PHY/DL
2.6	Department has reserved regular hours at University IT Centre.	International Exchange Program Overseas Training for Staff.	
2.7	ARTSED training programs for the OBE & student centred learning approach	Junior staff Training Faculty training Programs	97.1.PHY/SDP 97.1.PHY/SDP
2.8	Provides Internet Facilities with Electronic Equipment's	Library web site Departmental Library catalogue	75.F/WEB 109.PHY/DL
2.9	Equipped ICT Lab and A Technical assistance	ICT Inventory Job profile of Technical officer	87.PHY/IT 99.1.PHY/JPNA

2.10	ESL facilities for students by ELTU	ELTU	48.E/ELTU
2.11	Developing Soft Skills through core curricular activities.	Faculty student welfare centre Activities done by CGU unit	218.W/SWCC 202.W/SWC
2.12	Academic activities are conducted in three languages	Senate Minutes Student Handbook	1.A/SEN 28.C/HAND
<p>Human and physical resources have been primary focus of attention of the department and has paid considerable effort to improve knowledge skills and attitude of the staff by creating opportunities for them to be gain further training. In terms of the physical resources, the department has found itself restricted at times, but the department and faculty have taken steps to maximize the use of available resources.</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	Special curriculum was developed by the Curriculum Committee.	Department Minutes Faculty Board Minutes	92.1.PHY/DM M 69.F/FBM
3.2	Stakeholders' feedbacks were incorporated for the curriculum.	University Curriculum Policy Department Minutes Workshops curriculum development project Report	34.C/CDCM 92.1.PHY/DM M 34.C/CDCM
3.3	Feedbacks from employers, experts of relevant institutions.	Department Minutes FB Minutes	92.1.PHY/DM M 69.F/FBM
3.4	The curriculum follows national	University mission	

	goals envisioned by the cooperate plan of faculty.	statement Faculty Handbook; Department graduate profile.	28.C/HAND 110.PHY/GD
3.5	When designing the curriculum department regularly refers the SLQF	UGC SLQF and Faculty Course unit regulation	176.S/SLQF 33.C/REQ
3.6	Department have prerequisites and preparatory courses	Department meeting Faculty Handbook Course unit regulations UGC SLQF/SBS documents	92.1.PHY/DM M 28.C/HAND 33.C/REQ 176.S/SLQF
3.7	Department is guided by the graduate profile	Self-Evaluation Report 2017, section 1.	175.S/SERP
3.8	The Department curriculum committee has setup ILOs.	Self-Evaluation Report 2017, section 1.4 Student feedback	175.S/SERP 91.1.PHY/SFF
3.9	Department takes into account suggestions made by OBE manuals.	Department Minutes Student Feedback reports C1 forms	92.1.PHY/DM M 91.1.PHY/SFF 84.1.PHY/C1
3.10	Curriculum of the Dept. made effort to enhance rational skills of students	Faculty Handbook	28.C/HAND
3.11	Department offers diversity of courses and related topics	Faculty Handbook Philosophy Time tables	28.C/HAND 85.1.PHY/TT D

3.12	Courses of the curriculum are designed consistent with the faculty calendar.	Course unit By-laws PHILOSOPHY Time tables Student Requests Committee minutes.	33.C/REQ 85.1.PHY/TTD 219.W/SRC
3.13	Curriculum has been designed to take students forward incrementally relevant subjects and guiding to obtain higher knowledge.	Result sheets Undergraduate congress Student feedback forms	145.O/EOR 91.1.PHY/SFF
3.14	Has been maintaining 100% graduate rate	Department Higher degree committee minutes Enrolment and Graduation rates Employment rate, Advance Degree programme rates	92.1.PHY/DM M 110.1.PHY/GD 110.1.PHY/GD
3.15	Requirements for Philosophy honours degree are compliant with SLQF and /or SBS	Faculty handbook SLQF and SBS manuals	28.C/HAND 176.S/SLQF
3.16	Degree programme is designed aligned with university approved guidelines.	Departmental Curriculum committee Senate minutes UGC standing committee	210.W/CDC 1.A/SEN 195.U/STAN
3.17	Staff members engage in designing the programme.	Department CDC minutes Minutes of the Faculty IQAC.	210.W/CDC 100.I/FQAC
3.18	Appropriate ILOs for each course	Program Specifications	

3.19	Develops interpersonal ,critical and independent thinking	Student feedback, PHILOSOPHY Course Specification Course evaluation sheets	91.1.PHY/SFF 103.1.PHY/CS 31.C/EV
3.20	Degree program adheres to Senate ADPC/ IQAC	IQAC documents	100.I/FQAC
3.21	Continuously monitoring the academic programmes staff evaluation/course evaluations	Course evaluation forms Student feedbacks Departmental minutes	31.C/EV 91.1.PHY/SFF 92.1.PHY/DM M
3.22	Uses the outcome of programme monitoring measures for developing the curriculum.	Department Meeting Minutes	92.1.PHY/DM M
3.23	Uses the inputs into improve the programme	Department database on student employability	110.1.PHY/G D
3.24	Evaluation of needs of disabilities through SNRU.	SNRU	132.M/SNRU
The programme has been designed and developed adopting the level descriptors of SLQF taking into account both essential elements of the subjects of Philosophy and the requirements of society at large after conceptualizing a carefully thought out graduate profile which in cooperates divisibility, flexibility and accessibility of learning. The methods of teaching and assessing have been designed with a vision to enhance student centered learning that is consistent with the curriculum.			

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	Philosophy curriculum design with internal - external experts feedbacks	Minutes of curriculum department meeting	92.1.PHY/DMM
4.2	Curriculum meets with program objectives	Program specifications. ILO's	
4.3	Curriculum and the courses are designed to compliance with SLQF and SBS requirements	Course specifications UGC SLQF and SBS documents	176.S/SLQF
4.4	Course modules according to the university standard formats	Senate approves templates Departmental feedback forms(Student/Staff)	1.A/SEN 91.1.PHY/SFF
4.5	Curriculum has designed in alignment with the program outcomes	Graduate profile UGC SLQF and SBS Documents	209.W/PROF 176.S/SLQF
4.6	Follows Student centred teaching strategies	Student Hand book Departmental Website Feedback from C1 Forms	28.C/HAND 80.F/WEBD 91.1.PHY/SFF 84.1.PHY/C1
4.7	Graduate program content has the teaching, learning strategies	Student handbook Departmental Website	28.C/HAND 80.F/WEBD
4.8	Course designs with different learning strategies	Student hand books. Course Syllabus Lecture Schedules	28.C/HAND
4.9	Developed with different learning strategies	University course design policy. Course specifications Student Feedbacks	20.B/BL 103.1.PHY/CS 91.1.PHY/SFF

4.10	Working with faculty to get mechanism setup for needs of disables students	SNRU	132.M/SNRU
4.11	Course designed to complete within the intended period of time	Student feedback Faculty calendar C1	91.1.PHY/SFF 66.F/CAL 84.1.PHY/C1
4.12	Course content has balanced and manageable program planning	University course designing policy Faculty board minutes	20.B/BL 69.FBM
4.13	Appropriate media and ICT facilities for teaching.	Curriculum development review report/ ICT Student feedback.	34.C/CDCM 91.1.PHY/SFF
4.14	Staff involved trainings for designing - developing courses.	SDC certificates Student Feed backs.	97.1.PHY/SDP 91.1.PHY/SFF
4.15	University provides appropriate resource for course design	Faculty Board minutes Faculty Finance committee minutes	69.FBM 88.F/FC
4.16	Follow the university course approval policy.	University course approval policy Department course approval policy	20.B/BL 85.1.PHY/DMM
4.17	Has process to inform course approval process of the university.	Department Minutes.	92.1.PHY/DMM
4.18	Department adopts internal monitoring strategies	University IQAC policy IQAC Communiques	100.I/FQAC

4.19	Course evaluated at the end of the semester.	Department meeting minutes Student Feed backs Course evaluation	92.1.PHY/DMM 91.1.PHY/SFF
In setting up ILOs for each course, and also for the degree programme, the department has considered university By-Laws, course content, teaching methods and methods of assessment in order to achieve the stipulated objectives of the Programme guided by the SLQF.			

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	Guided Academic activities by the institutional mission statement	Faculty Hand book	28.C/HAND
5.2	Getting the time-table and course syllabi before commencing the course	C1 Forms Course evaluation forms Student feedback forms	84.1.PHY/C1 103.1.PHY/CS 91.1.PHY/SFF
5.3	In teaching, department closely follows syllabi and the C1 forms.	Course evaluation forms. Philosophy course syllabi C1 Forms	103.1.PHY/CS 103.1.PHY/CS 84.1.PHY/C1
5.4	Make all attempts to accommodate disabled students,	SNRU Documents	132.M/SNRU
5.5	Instructors have been trained to follow different delivering methods	Student Feedback forms Teaching materials.	91.1.PHY/SFF 106.PHY/TM
5.6	Some lecturers incorporate their own research findings	C1 Forms	84.1.PHY/C1

5.7	Revise a series of activities in promoting self-directed and collaborative learning	Final year dissertations Written assignments Course evaluation reports.	105.1.PHY/D 103.1PHY/CS 103.1PHY/CS
5.8	Promotes students scholarly and creativeness	Books, Abstracts, Creative works Philosophy day publications	104.1PHY/PUB
5.9	Courses with compulsory group work	group activities course specification	93.1PHY/EX-CO 103.1PHY/CS
5.10	Conduct field visits and publish its report	Student publications Awards	222.W/PUB 11.1PHY/AW
5.11	Staff is conscious of explicit and implicit gender discrimination	Student feed backs. Inquiry related documents	91.1.PHY/SFF 99.I/INQ
5.12	Teaching and learning activities are monitored	Student feedback Implementation LMS Records.	91.1.PHY/SFF 214.W/LMSA
5.13	Teaching with innovative methods	Student Presentations. Attendant registers	222.W/PUB 106.1PHY/TM
5.14	Student centered activities carried out using diverse methodologies.	Student feedback.	91.1.PHY/SFF
5.15	Follows active deep learning strategies	Faculty student's welfare unit. Career guidance unit.	218.W/SWCC 23.C/CGU
5.16	Feedback sheets are used to obtain regular evaluation form students.	Staff evaluation forms Student feedback Dept. discussions on students feedback	90.1PHY/SE 91.1.PHY/SFF 92.1.PHY/DMM
5.17	The teachers use information gained from	Student feedbacks Dept. discussions on	91.1.PHY/SFF

	assessment of student	Students feedback	92.1PHY/DMM
5.18	Work for the staff depends on their research interests	work load of staff Department minutes	88.1PHY/DRS 92.1.PHY/DMM
5.19	Uses a defined set of indicators of excellence in teaching to evaluate performance of teachers		90.1PHY/SE 111.1.PHY/AW
By its very nature Philosophy is subject that promotes holistic education with considerable attention to student critical thinking, knowledge and attitudes. With the new emphasis on OBE and SCL, the department has re-conceptualized its teaching and learning process by incorporating new methods that enhance the holistic approach in education.			

Criterion 6: Learning environment, student supports and progress

STD.NO	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
6.1	Organized administrative structure	Department web site students feedback JoB description of relevant staff	80.F/WEBD 91.1.PHY/SFF 88.PHY/DRS
6.2	Effective training programs for academic staff	Student satisfaction survey	186S/SATIS
6.3	The Dept follows the faculty's orientation program	Career guidance unit FOI Faculty Handbook Faculty by laws	23.C/CGU 28.C/HAND 20.B/BL
6.4	The code of conduct prepared as a separate manual	Student Code of conduct	46. D/COC
6.5	Student counsellors actively help students.	Faculty orientation Program	146.O/OR
6.6	Faculty maintains extensive records .orientation programs / student counselling services.	Faculty academic counsellors	9.A/FASC
6.7	Induction program for the staff	Student satisfactory survey reports. Orientation program	SDC 186.S/SATIS 146.O/OR
6.8	NOT APPLICABLE		
6.9	Done by special needs resource	SNRU	115.L/SNRU

	Unit (SNRU)	.	
6.10	Computerized main library.	Library website	108.L/LIB
6.11	The course specification indicates reading materials.	Faculty hand book. Departmental communiques with library	28.C/HAND 94.1.PHY/DC
6.12	Record on student progress	Faculty student information	110.1.PHY/GD
6.13	Organizes a set of diverse activities	Faculty undergraduate congress Philosophy- Society activities	93.1.PHY/ECO-AC
6.14	Occasionally hosts invited guests	Feedback from students. Dissertation supervision lists and contact hours.	91.1.PHY/SFF 105.PHY/D
6.15	Organized annually co-curricular activities	Faculty hand book.	28.C/HAND
6.16	The student participate in different programs	Evidence of Career advisory activities.	118. L/CGU
6.17	Students are motivated to join related organizations.	Student feedback forms. Departmental communiques.	91.1.PHY/SFF 94.1.PHY/DC
6.18	Adheres to policy statements /decisions of the faculty	Inquiry committee files. Faculty Board Minutes.	69.F/FBM
6.19	Student feedback through CE forms	Department meetings. Evaluation forms	92.1.PHY/DMM 107.PHY/CE
6.20	Faculty/Institute regularly informs students of available opportunities scholarships etc.	Faculty Hand Book Department scholarship files.	28.C/HAND 111.1.PHY/AW
6.21	Low dropout rates.	Student admission and request committee. Department graduate database	33.C/REQ 110.1.PHY/GD
6.22	Departmental curriculum committee, is guided by national educational goals	Departmental curriculum committee minutes. Faculty Board Minutes Faculty Action Plan	210.W/CDC 69.F/FBM 67. F/ACT

6.23	Department maintains student request file	Faculty student request committee Disciplinary by- Laws for students.	219.W/SRC 43. D/DISC
6.24	alumnus and encourage and assist students	Philosophy alumina society	120.1.PHY/OTD
<p>The department of Philosophy, staffed by the group of academics and administrators who are knowledgeable and skilled in outcome based learning and the human and physical resources needed, regularly attend to students' requests and concerns, and create opportunities for co-curricular training, workshops, internships, and cultural programmes where the students are able to demonstrate their skills.</p>			

Criterion 7 – Student Assessment and Awards

STD.NO	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
7.1	Maintains relations between ILOs and assessment.	University By Laws C1 forms. Course unit Guide line	20.B/BL 84.1.PHY/C1 33.C/REQ
7.2	Maintains a clear relation between the SLQF/SBS	Philosophy Course spec. Faculty hand book.	103.1.PHY/CS 28.C/HAND
7.3	Department follow faculty guide lines.	Department's meeting minutes. Senate minutes.	92.1.PHY/DMM 1.A/SEN
7.4	Faculty reviews its curriculum	Minutes of review meetings.	69.F/FBM
7.5	Course content is clearly stated in the syllabi.	C1 forms Course Hand Book.	84.1.PHY/C1 28.C/HAND
7.6	Examiners of each subject are appointed at the department	By- Laws of examinations. FBM	20.B/BL 69.F/FBM

7.7	Reports of the external examiners are considered at the results board.	Examination by laws	20.B/BL
7.8	Assessment methods are detailed in Handbook,C1	Examinations By-laws; Student's Handbook.	20.B/BL 28.C/HAND
7.9	The faculty examination by laws clearly stated guide lines	Examination By-laws	20.B/BL
7.10	Resources are available for differently abled students.	SNRU	41. D/SNRU
7.11	Have regular advising processes.	By-laws Faculty hand Book Student Feedbacks	20.B/BL 28.C/HAND 91.1.PHY/SFF
7.12	Departmentelaborate instructions for second marking.	Departmental examiners list. Marks Sheets.	86.1PHY/TP
7.13	The transcripts accurately reflects progression	Faculty Hand book Sample Transcripts By- Laws on examinations	28.C/HAND 110.1.PHY/GD 20.B/BL
7.14	Transcripts contains basic information	Sample Transcripts	110. 1.PHY/GD
7.15	Results sheets delivered at different levels	Exam related requests Provisional Result Sheets	101. 1.PHY/SRF 110. 1.PHY/GD
7.16	The current assessment schemes, certifications are consist with SLQF guidance	SLQF evidence	176.S/SLQF
7.17	The Faculty employs examination by-Laws	By laws	60. E/BL
Being considerate of the fact that Philosophy is a subject where, individual talents and skills are of considerable significance, the department still adheres to the general principles of consistency and transparency by closely following examination by-laws and other guidelines in assessing skills and competencies. In addition, a set of diverse methods, processes, strategies and tasks are followed in assessing specific ILOs. Where special skills are rewarded with medals, awards, or certificates the selections are done by a panel of experts.			

Criterion 8: Innovative and Healthy Practices

STD.NO	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	ICT infrastructure to utilize teaching methods	Department/ICT lab attendance sheets	87. 1.PHY/IT
8.2	Staff members use open education resources	Teaching materials.	106. 1.PHY/TM
8.3	Engaging with industry cannot be considered a “core duty” in relation to philosophy which concerns reflective thinking that we teach.		
8.4	Organize annual conferences to present research findings	Department meetings Undergraduate congress. Faculty Research	92.1.PHY/DMM
8.5	provides financial assistance for research and publications	Faculty board minutes Senate minutes	69F/FBM 1.A/SEN
8.6	Special degree students write a dissertation after two semesters of research.	Undergraduate research Congress Undergraduate Research Thesis Student publications.	105. 1.PHY/D 104. 1.PHY/PUB
8.7	N/A	N/A	
8.8	Faculty has several exchange programs	Departmental suggestions for MOUS	92.1.PHY/DMM
8.9	Faculty receives income from CDCE, PGIHS,HR Centre, ISLE	Dept Plans for Establishing Centre for Ethics	92.1.PHY/DMM
8.10	Credit Transfers within national / international universities with equivalent course- unit system.	Senate Meetings Faculty Hand book	1.A/SEN 28/C/HAND
8.11	Department Students and staff engage in various co-curricular activities.	EXTRA-CO ACTIVITIES	93.PHY/ECO-AC
8.12	Student Participation in National Level Competitions	Student feed backs	91.1.PHY/SFF
8.13	Second marking only for final	Teaching panel list for	86. 1.PHY/TP

	year dissertations	each semester	
8.14	Special degree students allowed to exist with a general degree if requests		28.C/HAND
<p>The department is aware of cutting-edge technological advancements in teaching and whenever possible those technologies are used in teaching activities. And the department has several programmes in place in order to enhance the cooperation between outside societies, and to ensure SCL through OER. The department utilizes available resources to make smooth transition between undergraduate education and postgraduate training, skill-based career opportunities, and intellectual innovation and growth.</p>			

Bachelor of Arts (Hons) in Sinhala Language, Literature and Culture

Criterion 1 – Programme Management

Standard	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 Document
1.1	Degree programme is managed according to the Universities Act and the By-laws.	Departments Minutes Faculty by-laws; Minutes of the Faculty Board	121.1.SLS/DMM 20.B/BL 69.F/FBM
1.2	Department Action Plan is up to date.	Corporate Plan Department Action plan	70.F/CORP 122.1.SLS/DAP
1.3	Management procedures match with national and institutional SOPs.	Audit reports	10.A/AUD
1.4	Department adheres to participatory governance.	Department meetings; Sinhala Society FB Minutes	121.1.SLS/DMM 123.1.SLS/SS 69.F/FBM
1.5	Follows the annual academic calendar of the faculty.	Time Tables	66.F/CAL 124.1.SLS/DTT
1.6	Handbook is given to new students.	Handbook; Disciplinary by-laws Code of Conducts	93.H/HAND 20.B/BL 46.D/COC
1.7	Prospectus is given to students.	Handbook/Prospectus Examination By-Lows	93.H/HAND 60.E/BL
1.8	Websites are up to date.	Web pages	80.F/WEBD
1.9	An Orientation programme is conducted.	Orientation Information	146.O/OR
1.10	Faculty's records are professionally managed.	Student Information System(online) Personal Files of Students	156. R/EXIT 126.1.SLS/PFS
1.11	ICT facilities are updated. Faculty MIS system is not established yet.	Department Inventory of ICT	127.1.SLS/DI
1.12	Copies of University Charter and Code of conduct are provided.	Code of Conduct Orientation Information	46.D/COC 146.O/OR
1.13	Duty lists are prepared.	Appointment letters Code of conducts for HOD	128.1.SLS/PFAS 46.D/COC

		Information of Faculty Employees	215.W/ASPP 216.W/NAPP
1.14	Staff /Course evaluation are conducted.	Teacher Evaluations Students feedback	129.1.SLS/TEF 130.1.SLS/SFF
1.15	Faculty IQAC works with IQAU.	Quality Assurance Documents/ Regulations	53.E/FQAC
1.16	Curriculum is reviewed by a committee.	Departmental Minutes Quality Assurance Cell	121.1.SLS/DMM 53.E/FQAC
1.17	Department implements OBE-SCL to a certain level.	Undergraduate Congress. Fieldwork , Research, Internship.	131.1.SLS/FAUC 138.1.SLS/FT 148.1.SLS/PIR
1.18	Policy frame work of FQAC and University ADPC	FQAC ADPC	53.E/FQAC 6.A/FADPC
1.19	Curriculum and quality are monitored through student feedback.	Course Evaluations Student Feedback Departmental Minutes	132.1.SLS/CEF 130.1.SLS/SFF 121.1.SLS/DMM
1.20	Some students have won scholarships.	MOU documents Award Documents of Research Grants	137.M/MOU 135.1.SLS/RGD
1.21	Counseling mechanisms are utilized.	Academic Students Counselors Progress Reports of Staff Supervision Student Welfare Centre Special Need Resource Unit	9.A/FASC 136.1.SLS/DR 218.W/SWCC 132.M/SNRU
1.22	Students' access to health services, cultural, aesthetic, recreational and sports activities are assured.	Orientation Information Annual Recreational Award Ceremony (Colors Night)	137.1.SLS/CA 146.O/OR
1.23	Safety and security of students are ensured during field/ cultural activities.	Faculty By-laws Approval Procedure of Fieldtrips	20.B/BL 138.1.SLS/FT
1.24	By-laws pertaining to examinations, examination offences, student discipline are followed.	Examination by-laws; By-laws	60.E/BL 20.B/BL
1.25	Special Needs Resource unit supports/assists such students.	Special Need Resource Unit	132.M/SNRU

1.26	University Framework of Code of Conducts to ensure GEE and anti - SGBV	Documents on gender equity perspectives	205.W/SGBV 1.A/SEN
1.27	Department practices policy of Zero -tolerance ragging and prevent all forms of harassment.	Faculty by-laws University Student Charter (2012) Rag Prevention Act.	20.B/BL 182.S/CODE 86.F/RAG
Department conducts its activities punctually, effectively, and in a participatory manner, with a focus on student centered learning, instructed by the faculty and university guidelines also paying close attention to student feedback.			

Criterion 2 -Human and Physical Resources

Stand ards	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	Department has 12 permanent academic staff members	Cadres CV Files R&D activities	139.1.SLS/CD 140.1.SLS/CVAS 141.1.SLS/SDD 135.1.SLS/RGD
2.2	Mid-level academics are encouraged to seek postgraduate opportunities, and they receive training at the SDC	Cadre documents Action Plan	139.1.SLS/CD 122.1.SLS/DAP
2.3	Permanent staff received induction training.	Certificates issued by SDC	143.1.SLS/SDC
2.4	Training programmes were organized, and self-evaluation data were collected for monitoring.	List of Programs offered by the faculty.	207. W/LMS
2.5	Department effectively manages limited resources.	Inventory of infrastructure facilities; Infrastructure development proposal LBMC minutes Corporate/ Strategic plan of the Faculty of Arts 2017-2021	127.1.SLS/DI 144.1.SLS/LBMC 70.F/CORP

2.6	Students take part in faculty training programs	Inventory of facilities Equipment request forms	127.1.SLS/DI
2.7	Staff members have been given some training.	ARTSED/Moodle training program attendance	17.A/ART
2.8	Main library serves staff and students.	Library Website Department library inventory	108.L/LIB 145.1.SLS/DLI
2.9	University IT centre and the faculty IT labs provide some ICT skills.	Inventory of ICT facilities IT lab reservation documents Student Feedback	127.1.SLS/DI 146.1.SLS/DCS 147.1.SLS/ITLR 130.1.SLS/SFF
2.10	Faculty provides ESL facilities for students.	ELTU syllabi ESL talent show	48.E/ELTU
2.11	Faculty has occasional training for students.	Workshops Fieldtrip CGU documents	149.1.SLS/WS 138.1.SLS/FT 151.1.SLS/PP
2.12	The University conducts academic and Administrative activities in all three languages, practically enhancing the ethnic cohesion and social harmony.	Music festivals Drama performances Conferences	152.1.SLS/ECA
Human and physical resources has been the primary focus of attention of the department, and has made considerable effort to improve knowledge, skills and attitudes of the staff by creating opportunities for them to be gain further training. In terms of the physical resources, the department has found itself restricted, but has available resources to maximum effect.			

Criterion 3: Programme Design Development

No	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	Curriculum committee developed the curriculum.	Departmental minutes Curriculum Documents FB Minutes	121.1.SLS/DMM 153.1.SLS/CPCM 69.F/FBM
3.2	Curriculum committee is responsible for designing of the curriculum.	Curriculum Policy Departmental Minutes Participators list	34. C/CDCM 121.1.SLS/DMM
3.3	Decisions have been made to collect feedback.	Departmental minutes. FB Minutes	121.1.SLS/DMM 69.F/FBM
3.4	In designing the curriculum the mission statements of the institute/ Faculty, and the graduate profile of the department are taken into account.	Mission statement/Strategic plan. Graduate profile.	197.U/COP 209.W/PROF 93.H/HAND
3.5	Regarding the curriculum Department refers to SLQF.	Curriculum design policy SLQF and SBS documents Course Unit Regulation	34.C/CDCM 176.S/SLQF
3.6	Faculty guidelines are followed. Some of the courses have prerequisites. When changing subjects/courses the department allows smooth transition between courses within the first two weeks of the semester.	Departmental minutes Handbook, Course unit regulations SLQF and SBS documents	121.1.SLS/DMM 93.H/HAND 176.S/SLQF
3.7	In teaching and assessing student performance, the department is guided by the graduate profile.	Teacher Evaluation Report 2017, section 1.3	129.1.SLS/TEF
3.8	Department has set up ILOs taking	Self-Evaluation Report	175.S/SERP

	in to account the pedagogical requirements and the integrity of the subject.	2017, section 1.4 Student feedback Moderated questions	130.1.SLS/SFF 162.1. SLS/EX
3.9	Department takes into account suggestions made by OBE manuals/proposals.	Department minutes Student feedback Curriculum / C1 Graduate profile	121.1.SLS/DMM 130.1.SLS/SFF 134.1.SLS/C1 209.W/PROF
3.10	Existing curriculum has enhanced professional and vocational skills.	Handbook Curriculum	93.H/HAND 153.1.SLS/CPCM
3.11	Some courses improve cultural and social harmony.	Handbook Syllabi	93.H/HAND 153.1.SLS/CPCM
3.12	Courses are designed logically and consistent with the faculty calendar, and the students are encouraged to make their own choices in selecting subjects.	Course unit by-laws Handbook Syllabi Student request committee	20.B/BL 93.H/HAND 146.1.SLS/DCS 142.1.SLS/SR
3.13	Curriculum takes students forward incrementally. All students have to work on an independent dissertation.	Curriculum Metrics C1. Undergraduate congress Student feedback	156.SLS/CMAX 134.1.SLS/C1 131.1.SLS/FAUC 130.1.SLS/SFF
3.14	Department's graduation rate is 100%. About 10% of graduates are following advanced degrees.	Higher degree committee minutes Advance Degree programme rates	154.1.SLS/HDC 157.SLS/GER
3.15	The requirements comply with SLQF and /SBC specification.	Handbook	93.H/HAND
3.16	Programme is designed and developed aligned with the university approved guidelines.	Curriculum committee FB/ Senate minutes	153.1.SLS/CPCM 1.A/SEN
3.17	Staff members engage in developing the programme.	Department CDC minutes Senate approved documents on curriculum development.	121.1.SLS/DMM

		Minutes of the IQAC	
3.18	Programme adheres to Senate ADPC/AQAC and is processed through a system of review.	Program Specifications	155.1.SLS/CS
3.19	Programme develops skills in interpersonal, communicational, self-directed learning, team work and life-long learning.	Student feedback, Course Specification Course evaluation sheets	130.1.SLS/SFF 158.1.SLS/CES
3.20	Programme adheres to senate ADPC/IQAC, and is processed through a system of review.	Senate ADPC	7. A/ADPM
3.21	Collects information about graduate employment.	Departmental minutes Evaluation forms Student Feedback	121.1.SLS/DMM 132.1.SLS/CEF 130.1.SLS/SFF
3.22	Department uses the outcome of monitoring in developing the curriculum.	Departmental minutes.	121.1.SLS/DMM
3.23	Department has started to collect information on graduate employment.	Department database on student employability	157.1.SLS/GER
3.24	Faculty evaluates the needs of students with disabilities.	SNRU	132.M/SNRU
The programme has been designed and developed adopting the level descriptors of SLQF taking also into account both essential elements of the subject of Sinhala and the requirement of the society at large, after conceptualizing a carefully thought out graduate profile which in corporate diversity, flexibility and accessibility of learning. The methods of teaching and assessing have been design with a vision to enhance student-centered learning that is consistent with the curriculum.			

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 has incorporated experts' inputs.	FB/ Departmental minutes	121.1.SLS/DMM
4.2	Curriculum matches the program objectives and ILOs.	Program specification Evidence of ILOs	155.1.SLS/CS
4.3	Courses match SLQF credit definitions and SBC requirements of the UGC	Course Specification UGC SLQF and SBC docs Departmental Minutes	155.1.SLS/CS 121.1.SLS/DMM
4.4	Courses/ modules adhere to approved standards.	Senate approved template	1.A/SEN
4.5	Curriculum design follows the ILOs.	Graduate profile UGC SLQF and SBC documents	158.1.SLS/GPR
4.6	Department utilizes student-centered teaching strategies.	C1 Handbook	134.1.SLS/C1 93.H/HAND
4.7	Course content and teaching-learning assessment strategies are relevant to the ILOs.	Program specification Handbook	155.1.SLS/CS 93.H/HAND
4.8	Programme uses different learning strategies.	Handbook syllabus Time tables	93.H/HAND 146.1.SLS/DCS 124.1.SLS/DTT
4.9	Courses are designed with different learning strategies	Course specification Student Feedback	155.1.SLS/CS 130.1.SLS/SFF
4.10	Department follows existing guidelines of SNRU.	Departmental minutes Requests made by the Dean	121.1.SLS/DMM
4.11	Courses are completed within the intended time	Faculty/Department Time Table Student Feedback C1	124.1.SLS/DTT 130.1.SLS/SFF 134.1.SLS/SFF
4.12	Course content is rigorous and balance, and can be completed in time.	University Course design policy document FB minutes Time table revision	69.F/FBM 124.1.SLS/DTT
4.13	Use appropriate technology, media and ICT facilities designing and delivering courses	ICT inventory Register of ICT lab Student Feedback Multimedia presentation Undergraduate Congress	127.1.SLS/DI 147.1.SLS/ITLR 130.1.SLS/SFF 131.1.SLS/FAUC
4.14	Staff is trained in designing and developing courses.	SDC certification	143.1.SLS/SDC
4.15	University provides training in curriculum matters.	Faculty Board Minutes Faculty Finance Committee minutes	69.F/FBM 88.F/FC

		Corporate plan	70.F/CORP
4.16	Follows University's course approval policy.	University/faculty course approval policy	1.A/SEN
4.17	Curriculum committee is aware of the standards.	Department Minutes Senate approved policy	121.1.SLS/DMM 1.A/SEN
4.18	Adopts internal monitoring strategies of IQAC to evaluate review and improve the courses.	University IQAC policy IQAC communique	100.I/FQAC
4.19	Courses and modules are evaluated at the end of the semester.	Departmental minutes Student feedback	121.1.SLS/DMM 130.1.SLS/SFF
In setting up ILOs for each course, and for the degree programme, the department has considered University by-laws, course content, teaching methods and methods of assessment in order to achieve the stipulated objectives of the programme guided by the SLQF. The entire curriculum and the pedagogy thereof play close attention to maintain accessibility for differently -able students and to run an inclusive programme.			

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	All academic activities are guided by the institutional mission statement and the graduate profile.	Corporate plan Action plan Handbook	70.F/CORP 67.F/ACT 93.H/HAND
5.2	Time table and syllabi are provided in advance.	Noticed time tables C1 Course evaluation forms	124.1.SLS/DTT 134.1.SLS/C1 158.1.SLS/CES
5.3	Department follows syllabi and the C1 forms. All the final exams use second marking.	Syllabi Course evaluation forms	146.1.SLS/DCS 158.1.SLS/CES
5.4	Lecturers accommodate differently-able students but buildings and class room facilities are not be always inclusive in this respect.	LBMC minutes SNRU	144.1SLS/LBMC 132.M/SNRU
5.5	Instructors have been trained to follow different methods of delivery.	Student feedback Course evaluations Teaching materials	130.1.SLS/SFF 158.1.SLS/CES 159.1.SLS/TM
5.6	Some lecturers incorporate updated information and knowledge of their own research findings and activities	C1 Reading materials Annual reports	134.1.SLS/C1 159.1.SLS/TM

	as well as the other recognized scholars and public's scholarly works and activities.	Teaching Materials	
5.7	Department promotes self-directed/collaborative learning through individual/ group assignments	Dissertations Assignments	136.1.SLS/DR 151.1.SLS/PP
5.8	Department promotes students' scholarly and creative work by publishing a wall- paper.	Books, Abstracts, research dissertations, newspaper articles,	148.1.SLS/PIR 151.1.SLS/PP 131.1.SLS/FAUC
5.9	For some courses, group work is compulsory.	Group assignments/ presentations Lecture allocations	160.1.SLS/PRE 151.1.SLS/PP
5.10	Research-based assignments are given to promote students' writing, research and creative skills.	Students Publications/ Creative works Research abstracts Dissertations	161.1.SLS/SP 131.1.SLS/FAUC 151.1.SLS/PP

5.11	Staff is aware of discrimination based on gender and sexual orientation, and GEE and SGBV guidelines.	Student Feedback Inquiry related documents	130.1.SLS/SFF
5.12	Teaching activities are monitored through evaluations.	Course evaluation Departmental minutes	132.1.SLS/CEF 121.1.SLS/DMM
5.13	Teaching is carried out with creative and innovative methods.	Students evaluation Inventory Presentations Attendance	130.1.SLS/SFF 127.1.SLS/DI 160.1.SLS/PRE 161.1.SLS/ATT
5.14	Activities are carried out using teacher directed/ student centered methodologies.	feedback Fieldwork Internship documents	130.1.SLS/SFF 138.1.SLS/FT 148.1.SLS/PIR
5.15	Some courses utilize opportunities and facilities to make students attend the fieldwork.	Feedback Extracurricular Reports	130.1.SLS/SFF 152.1.SLS/ECA
5.16	Feedback sheets are used to obtain regular evaluation feedback from students assuring their anonymity and safety.	Student evaluation Students requests	130.1.SLS/SFF 142.1.SLS/SR
5.17	Department uses the students' comments in improving teaching and learning.	Course specifications Teacher evaluation reports Department minutes	155.1.SLS/CS 129.1.SLS/TEF 121.1.SLS/DMM

5.18	Work- allocation follows UGC guidelines.	Time Tables Department Minutes	124.1.SLS/DTT 121.1.SLS/DMM
5.19	A set of indicators of excellence in teaching is followed when promoting academics.	Teacher evaluation reports	129.1.SLS/TEF
By its very nature, Sinhala is a subject that promotes holistic education with considerable attention to students' skills, knowledge and attitudes. In addition, with the new emphasis on OBE and SCL, the department has re-conceptualized its teaching and learning process by incorporating new methods that enhance the holistic approach in education.			

Criterion 6 – Learning Environment, Student Support and Progression

Standards	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
6.1	Department makes students feel welcome.	Coordinators Office hours	124.1.SLS/DTT
6.2	Faculty conducts training programs for the Staff.	Need analysis data Student satisfaction survey	133.1.SLS/SHS
6.3	Faculty orientation program introduces the students to every aspects of their academic life.	Career guidance unit Handbook Faculty by-laws	23.C/CGU 93.H/HAND 20.B/BL
6.4	Code of conduct manual is circulated among students.	Code of Conduct	46.D/COC
6.5	Students' counselors make students integrated into university life.	Faculty orientation program	146.O/OR
6.6	Faculty maintains records related to orientation programmes and student counseling services.	Faculty Academic Counselors Documents.	9.A/FASC
6.7	Induction programme trains staff in	SDC training plans	174. S/SDC

	methods of gaining maximum effects from existing resources. Faculty organizes a library tours to the new students.	Orientation programme	
6.8	Faculty has some training.	SDC training plans Student feedback	143.1.SLS/SDC 146.1.SLS/DCS 149.1.SLS/WS 130.1.SLS/SFF
6.9	Done by Special Needs Resource Unit (SNRU), faculty of Arts.	Students Need Recourse Unit Faculty LBMC report on differently able students.	132.M/SNRU 144.1/SLS/LBM C
6.10	Library is computerized.	Library website Faculty IT committee Faculty ICT policy	108.L/LIB 72.F/REP 71.F/ICT
6.11	Course specification indicates reading materials to fulfil the ILOs.	Orientation Information Handbook C1	146.O/OR 93.H/HAND 134.1.SLS/C1
6.12	Faculty maintains a database of students' records. Department keeps records of the student's results.	Student Information Results	126.1.SLS/PFS 42.1.SLS/EX
6.13	Department organizes academic/social opportunities for interactions among staff and students.	Undergraduate Congress ICHSS conference Cultural activities	11.1.SLS/FAUC 17.1.SLS/CA
6.14	Department occasionally hosts guests who function as mentors in relevant fields.	Flyers Student Feedback	163.1.SLS/FLY 130.1.SLS/SFF
6.15	Faculty/Department organizes cultural, sports and aesthetic co-curricular activities.	Flyers Handbook Co-Curriculum activity albums	163.1.SLS/FLY 93.H/HAND 164.1.SLS/ALB
6.16	Students participate in programs organized by the CGU	CGU action plan Evidence of career advisory activities	23.C/CGU 218.W/SWCC

6.17	At the moment, we do not have any.		148.1.SLS/PIR
6.18	Department adheres to policy statements of the institute/faculty related to SGBV and GEE.	Policy Documents Inquiry Committee Minutes	99.I/INQ
6.19	Department obtains end-semester feedback.	Feedback Student request	130.1.SLS/SFF 142.1.SLS/SR
6.20	Faculty/department informs students of available opportunities for training, internships, scholarships and awards.	Handbook Scholarship files Recommendation samples file	93.H/HAND 123.L/EX
6.21	Drop-out rate of our students is extremely low but department/faculty still has several fall back options in place.	Examination file Admission and Request committee Course unit Regulations	60.E/BL 20.B/BL
6.22	Departmental curriculum committee is guided by national educational goals. At the end of the each semester faculty results board scrutinize results for each course and degree program.	Curriculum committee minutes Examination Matters Department/FB Minutes Faculty Action Plan	153.1.SLS/CPCM 157.1.SLS/GER 121.1.SLS/DMM 67.F/ACT
6.23	Department maintains a request file and attends to matters requested. Thirty students' counselors representing all departments look in to students' grievances /complain.	Disciplinary By- laws Faculty student request committee file	20.B/BL 82.F/REQ
6.24	
The department, staffed by the group of academics and administrators who are knowledgeable and skilled in outcome based learning and the human and physical resources needed, regularly attend to students' requests and concerns, and create opportunities for co-curricular training, workshops, internships and cultural programme where the students are able to demonstrate their skills.			

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	Maintains rational relations between ILOs and assessments.	By-Laws Examination Matters Course Unite Guidelines C1	20.B/BL 61.E/MAR 162.1.SLS/EX 134.1.SLS/C1
7.2	A consistent relation between SLQF/SBS and curriculum and level of assessments is maintained.	Curriculum Handbook Course Specification	156.1.SLS/CMA X 93.F/HAND 155.1.SLS/CS
7.3	Faculty/Department follows faculty guidelines.	Senate Policy Document Curriculum Committee minutes	1.A/SEN 153.1.SLS/CPCM
7.4	Faculty/department reviews its curriculum after every five years.	Review meeting Minutes	168.R/REV
7.5	Weightage is stated in the syllabi.	Syllabi C1	146.1.SLS/DCS 134.1.SLS/C1
7.6	Examiners are appointed following by-laws.	Examinations By -laws CEI	60.E/BL
7.7	Reports of examiners are considered at the result board.	Examinations By -laws	60.E/BL
7.8	Assessment methods are detailed in the handbook/ syllabi.	Examination by-laws Syllabi C1	60.E/BL 146.1.SLS/DCS 134.1.SLS/C1
7.9	Faculty examination by-laws have guidelines for avoiding conflict of interest.	Examination by-laws SDC by-laws	60.E/BL
7.10	Department ensures that relevance recourses are available for differently- able students.	SNRU Inventory	132.M/SNRU 127.1.SLS/DI
7.11	Promotes effective learning.	Handbook Examination By-laws Feedback	93.H/HAND 60.E/BL 130.1.SLS/SFF
7.12	Department/Faculty has clear guidelines for marking.	Mark Sheets	162.1.SLS/EX 61.E/MAR
7.13	Transcript accurately reflects the stage of progression.	Sample Transcripts Examination By-laws Handbook	60.E/BL 93.H/HAND
7.14	Transcripts contain basic information about students' academic activities.	Sample of Transcripts Examination By-laws	60.E/BL

7.15	Result sheets are made available to students at different levels, provisionally at the department, and officially at the faculty and are able to request for corrections.	Exam File Exam related request file Provisional result sheet CEI Form	61.E/MAR 142.1.SLS/SR
7.16	Current degree program, assessment scheme, certifications are consistent with SLQF guidelines.	SLQF manuals Course Specification	155.1.SLS/CS
7.17	Faculty employs examination by-laws in examination activities, and if when examination regulations are violated the committees of inquiries are appointed by the senate where the issues are investigated in a transparent manner.	Examinations by-laws Examination file Time table	60.E/BL 61.E/MAR 124.1.SLS/DTT
Department adheres to the general principles of consistency and transparency by closely following examination by-laws and other guidelines in assessing skills and competencies. In addition, a set of diverse methods, processes, strategies and tasks are followed in assessing specific ILOs. Where special skills are rewarded with medals, award or certificates the selections are done by a panel of experts.			

Criterion 8 – Innovative and Healthy Practices

Standards	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	Department does not have enough ICT infrastructure to utilize intended teaching methods.	List of Teaching methods and equipment	159.1.SLS/TM
8.2	Staff members use OER films, recordings and other materials for teaching and learning activities.	Teaching materials Library webpage	159.1.SLS/TM 108.L/LIB
8.3	Academics engage in R &D activities of their own.	UGC circulars on R&D Documents on Institutional and National recognitions received by academics	135.1.SLS/RGD

8.4	Faculty/institute organizes annual conference and symposia where the academics and students present their research findings.	Department Activity plan Annual reports Undergraduate congress Faculty Research Committee reports	122.1.SLS/DAP 12.A/AR 131.1.SLS/FAUC
8.5	Institute provides opportunity financial assistance for research and publications, and in the promotions scheme considers research.	Faculty board minutes Senate minutes	69.F/FBM 1.A/SEN
8.6	Students write an independent dissertation and present their findings at FAUC.	By- laws relating to student research Dissertations Students publications Undergraduate Research Congress	136.1.SLS/DR 122.1.SLS/DAP 131.1.SLS/FAUC
8.7	No regular internships.	Internship documents	148.1.SLS/PIR
8.8	Faculty has several exchange programmes.	MOUs Partnership Letters Exchange Programme	123.L/EX
8.9	Faculty receives a percentage of income from CDCE, PGIHS and other University Programmes.		
8.10	Credit-transfers are allowed if the university has an equivalent course unit system.	Senate document Handbook	93.H/HAND
8.11	Staff / students has some co-curricular activities but restriction in finding has kept department from taking of further outreach activities.	Cultural programs Conference b	137.1.SLS/CA
8.12	Outstanding students are illegible for annual awards and medals.	Awards received Prizes/ medals	165.1.SLS/AWD
8.13	A curriculum has been revised.	FB minutes Exam by-laws Dissertation Reports	69.F/FBM 60.E/BL 136.1.SLS/DR

8.14	Students are allowed to exit with a three year general degree if requests are made to that effect in the beginning of the first semester of the third year.	Request forms	142.1.SLS/SR
The department is aware of cutting-edge technological advancement in teaching and whenever possible those technologies are used in teaching activities. And the department has several programmes in place in order to enhance the cooperation between 'industry' i.e., outside society, and to ensure SCL through OER. The department utilizes available resources to make smooth transition between undergraduate education and postgraduate training, skill-based career opportunities, and intellectual innovations and growth.			

Bachelor of Arts (Hons) in English

Criterion 1 – Programme Management

Standards	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 Document
1.1	Managed according to the Universities Act and the By-laws.	By-laws; Faculty Board Minutes (FBM)	20.B/BL 69.F/FBM
1.2	The Action Plan is up to date.	Corporate Plan for 2017-2021 Faculty Action Plan	197. U/COP
1.3	Management procedures are in compliance with national and institutional SOPs.	Annual internal audit report Establishment Code	10. A/AUD 65. E/CODE
1.4	The Department adheres to participatory governance, and actively engages with faculty and Senate discussions	Department Meetings Minutes & Notes to File FB Minutes Senate Minutes	166.1 ENG/ DMM 167.1 ENG/DCS 69.F/FBM
1.5	Follows the annual academic calendar of the faculty.	Approved academic calendar Departmental Time Tables	14. A/CAL 169.1 ENG/SDL
1.6	Handbook is given to incoming students.	Handbook Disciplinary by-laws	93. H/HAND 183. S/DISC
1.7	Prospectus is given to incoming students.	Faculty Handbook Examination By-laws English Syllabi C1 forms.	93. H/HAND 60. E/BL 173.1 ENG/S/CS/ P 168.1 ENG/C1
1.8	The Department is included in the Faculty and University websites	Faculty Website	

1.9	An orientation programmes is conducted.	Faculty Welcome Ceremony	201. W/WEL
1.10	Faculty's records are managed in a professional manner.	Faculty website Examination-related documents	77. F/REGI 194.1 ENG/EXAM
1.11	ICT facilities are updated. The Faculty MIS system is used.	Inventory Faculty MIS System	196.1 ENG/IVL 77. F/REGI 47. E/E-L 145. O/EOR
1.12	Copies of University Charter and Code of conduct are provided.	Orientation Program Records of Inquiries	146. O/OR 157. R/INQ
1.13	Duty lists for the staff are provided.	Staff Duty Lists	169.1 ENG/SDL
1.14	Teacher/Course evaluation sheets are used.	Teacher Evaluations Sheets Student Feedback Questionnaire	177.1 ENG/CED 175.1 ENG/SFQD
1.15	Faculty IQAC works with IQAU.	FQA Cell List of activities, programs conducted by the ARTSED unit;	53. E/FQAC 110. L/ART 6. A/FADPC
1.16	Current Curriculum was reviewed by a committee. New curriculum changes are being discussed, and will involve experts and others.	Departmental Meetings Minutes	166.1 ENG/DMM 182.1 ENG/CRD
1.17	Department implements OBE-SCL as appropriate to the discipline and within the resource and time constraints.	Assignments-Presentations, Practical Productions C1 forms Syllabi etc,	194.1 ENG/EXAM 168.1 ENG/C1 173.1 ENG/S/CS/ P
1.18	Policy frame work of FQAC and University ADPC.	IQAC minutes	100. I/FQAC

1.19	Curriculum and quality are monitored through student feedback.	Departmental Meeting Meetings Course Evaluation documents Syllabus Revision process	166.1 ENG/DMM 177.1 ENG/CED 182.1 ENG/CRD
1.20	Department has implemented collaborative partnerships with foreign universities and funding agencies. Department collaborates in Faculty link programmes	Fulbright links and post-doctoral exchanges Informal linkages with other institutions Translation Program	137. M/MOU 190.1 ENG/SSR 188.1 ENG/VS 170.1 ENG/CDR
1.21	Academic Counseling mechanisms are utilized.	Faculty Academic Student Counselors Dissertation Supervision	13.A/ COM 172.1 ENG/DIS
1.22	Students' access to health services, cultural, aesthetic, re-creational and sports activities are assured.	Orientation Programme Co/extra-curricular activities Awards	146. O/OR 186.1 ENG/SECA 190.1 ENG/SSR
1.23	Safety and security of students are addressed by department staff, and information forwarded to university authorities	Letters to Dean, Security Office Inquiry Related documents	63. 1 FNA/ LSOF 59.1 FNA/IRD 181.1 ENG/SR
1.24	By-laws pertaining to examinations, examination offences, student discipline are followed.	Examination by-laws	60. E/BL
1.25	Special Needs Resource Unit, Counseling Unit support/assist students with physical and mental disabilities. Dept works in close collaboration with these entities	Sexual By-Laws (p.56) Special Needs documentations	5. W/SGBV 206. W/FIC 176.1 ENG/SNS

1.26	University framework of Code of Conducts to ensure GEE and anti-SGBV is pending the Senate's approval.	Files with complaints in the Dean's office.	87. F/COMP
1.27	There is an agreement ragging and all other forms of harassment should be prevented, and punished when reported,	Handbook Files of the ragging incidents along with their enforced punishments.	93. H/HAND 86. F/RAG
In relation to programme management, the Department of English conducts its activities punctually, effectively, and in a participatory manner, with a focus on student-centered learning, based on relevant faculty and university guidelines and being responsive to student feedback.			

Criterion 2 -Human and Physical Resources

Standards	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
2.1	The Department has 06 (06 PhDs, including 02 Senior Professors, 2 Professors, 01 Senior Lecturer and 01 Probationary Lecturer) permanent academic members. There are 2 cadre vacancies to be filled	Academic cadre review document.	170.1 ENG/CDR
2.2	All staff have obtained scholarships to complete doctoral studies, and probationary staff have received training at the SDC. Even temporary staff have	Academic cadre review document.	170.1 ENG/CDR
2.3	All permanent staff have received induction training.	SDC certificates	187.1 ENG/SDC
2.4	Training programs were organized, and self-evaluation data were collected for monitoring.	List of programs offered in the faculty.	120. L/CO
2.5	The Department effectively	Inventory	196.1

	manages limited resources. Shortage of space remains a key issue, however.		ENG/IVL
2.6	Department provides specialized training in ESL methods and also conducts remedial English workshops and classes for students	C1 forms	168.1 ENG/C1 171.1 ENG/FND 191.1 ENG/WSL
2.7	Staff members have received OBE-SCL training and have served as resource persons in such workshops	Moodle/LMS training program attendance. Quality Assurance Cell Records	207. W/LMS
2.8	Main library/ staff serves both staff and students. Department maintains a large collection of valuable books and papers	Orientation program; Report of the library facilities; Link to the online catalogue.	146. O/OR 158.R/RES 108. L/LIB 174.1 ENG/LIB
2.10	Faculty provides ESL facilities for students. English Dept staff function as advisors to ELTU, training staff, moderating and setting papers etc.	ESL Faculty timetable copy ELTU activities	52. E/TT 48. E/ELTU 192.1 ENG/ELTU
2.11	Department trains students in “soft skills”/ “life skills” and critical analysis skills through core curricular activities.	Workshops and lectures Literary, Drama, Music societies’ work	173.1 ENG/S/CS/ P 178.1 ENG/CPP 179.1 ENG/LAP 186.1 ENG/SECA
2.12	The university, the only trilingual Higher education institute in the country, conducts academic and administrative activities in all three languages, practically enhancing	Orientation program schedule Multicultural Activities Special courses designed to include Sinhala and Tamil textual analysis and	146. O/OR 168.1 ENG/C1 173.1 ENG/S/CS/

	the ethnic cohesion and social harmony.	appreciation	P
<p>While human resources remains a strength and source of international recognition for the English Department, though staff numbers are small and student numbers have increased dramatically during the past few years, lack of basic physical resources continues to handicap the accomplishment of its targets and vision. Both the staff and students contribute to the faculty and university in numerous ways, serving on multiple committees and other forums, as well as representing the university locally and abroad,</p>			

Criterion 3: Programme Design Development

Standard	Claim of compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
3.1	<p>The BA (Hons) English curriculum was developed by Department members with expert external assistance to be on par with international norms.</p> <p>Regular monitoring has resulted in minor changes within this curriculum in order to address developments in the discipline(s) and diverse student competencies.</p> <p>A new curriculum is being developed in 2017/18 to address changing needs and disciplinary perspective.</p>	<p>Minutes of Department meetings Working documents on Curriculum development Faculty Board Minutes</p> <p>Examples of courses that have undergone progressive change.</p>	<p>166.1 ENG/DMM 182.1 ENG/CRD FBM</p> <p>168.1 ENG/C1 173.1 ENG/S/CS/P</p>
3.2	<p>A revised curriculum will be developed in 2017/2018 involving stakeholder participation, global best practice and lessons learned during the past decade.</p> <p>The current curriculum was prepared 15 years ago, based on broad discussion and wide participation of a range of stakeholders.</p>	<p>University Curriculum Policy Department Meeting Minutes</p> <p>Analysis of questionnaire responses</p>	<p>166.1 ENG/DMM</p> <p>175.1 ENG/SFQD</p>

3.3	Evaluations and questionnaires have been circulated to past students and experts for feedback. Informal feedback from universities and employers where our students study/work has been very positive.	Questionnaire analysis data Interview data	175.1 ENG/SFQD 191.1 ENG/ID
3.4	The highest university ideals and goals continue to be maintained, and our graduates win more international scholarships and Fulbright and other fellowships than any comparable programme across the university system at Peradeniya.	University mission statement Faculty action plan Faculty Handbook Records of students obtaining Fulbright and other international scholarships for graduate study abroad	197. U/COP 70. F/CORP 190.1 ENG/SSR 175.1 ENG/SFQD
3.5	English Department standards remain consistently higher than the minimum SLQF norms. There is no SBS for English yet. Nor was there a Subject Review of English during the past cycle.	Senate approved curriculum design policy UGC SLQF and SBS documents Faculty Course Unit Regulation	
3.6	Programme design and development has followed international norms and standards, ensuring 100% employment for all graduates at higher than average market rates.	Faculty Handbook Questionnaire data	175.1 ENG/SFQD
3.7	No specific graduate profile has been agreed for reasons of principle, but graduates are socially aware and critically engaged, competent in the international requirements of the discipline, and excel in the diverse careers that they choose.	Questionnaire data Student scholarship records (Fulbright etc)	175.1 ENG/SFQD 190.1 ENG/SSR 193.1 ENG/ID
3.8	Specific ILOs have not been identified at present, but clear learning outcomes are achieved. ILOs will be included in the curriculum revision to be completed in 2018.	Student feedback Moderated questions	177.1 ENG/CED
3.9	Courses carry a variety of constructively aligned learning activities and assessment strategies, including field visits, group projects, presentations, papers and tests.	Faculty Documents related to OBE Department Minutes Student Feedback Field Visit reports C1 forms	166.1 ENG/DMM 175.1 ENG/SFQD 181.1 ENG/FVD 168.1 ENG/C1

3.10	Most courses are multi-disciplinary, and students are engaged in international conferences, lectures etc. The English Literary Association, DramSoc and Music Society run by students provides avenues to enhance skills and provide broad public interaction.	Faculty Handbook ELA, DramSoc, Music Society reports Public lectures and other activities	93. H/HAND 186.1 ENG/SECA 191.1 ENG/WASL 180.1 ENG/LML
3.11	Most courses offered critically engage with issues of gender, culture, diversity, social justice and ethics. Students routinely participate in wider public debates and advocacy work in these areas.	Faculty Handbook Curriculum (being revised)	93. H/HAND 168.1 ENG/C1 171.1 ENG/FND 173.1 ENG/S/CS/P 182.1 ENG/CRD
3.12	Courses are sequenced and build on each other, meeting international norms. Shortage of staff has not permitted any flexibility in choosing courses within the Department, but this will be addressed in the new curriculum, as far as possible within the constraints imposed by lack of staff and increased student intake.	Course Unit By-Laws English Department Course Syllabi Course Specification Student Requests Committee Minutes Student Request forms New curriculum consultations	168.1 ENG/C1 171.1 ENG/FND 173.1 ENG/S/CS/P 182.1 ENG/CRD 184.1 ENG/SR 182.1 ENG/CRD
3.13	The curriculum is designed to gradually deepen students' knowledge and critical/analytical skills. Fourth year dissertations are original work of high quality, often published.	Result sheets Examples of students publishing their dissertations as article in refereed journals	194.1 ENG/CR 178.1 ENG/PPP 172.1 ENG/DIS
3.14	Graduation is 100%, immediate post-graduation employment is similar, and over 75% of graduates enroll in higher studies within one year of graduation.	Department Higher Degrees Committee Minutes Enrolment and Graduation rates from AR	51. E/RATE 175.1 ENG/SFQD

		Student Feedback Questionnaire	
3.15	There are no SBS for English, but the academic standards are at least compliant with SLQF.	Faculty Handbook	93. H/HAND
3.16	The English special degree programme was designed and developed in alignment with the university approved guidelines at the time.	Faculty Board Minutes Senate Minutes UGC Standing Committee documents	
3.17	Careful balance between the language and literature (including theory in both cases) has been achieved in the programme design. The Department library is extensive and a useful resource for students.	Senate approved document on Curriculum development Minutes of the Faculty IQAC. English curriculum documents Dept. Library records	173.1 ENG/S/CS/P 174.1 ENG/LIB
3.18	Though specific ILOs have not been formalized, LOs remain clear and are regularly achieved at the end of each course. No internship arrangements have been made because (a) the nature of the subject does not require this in terms of global best practice, (b) there is full employment and (c) the requirements of the course do not permit additional time off.	Program Specification and Syllabi	168.1 ENG/C1 173.1 ENG/S/CS/P
3.19	English courses are designed to foster creative and critical thinking, and develop self-directed & collaborative engagement with foundational texts of language, literature, culture and values. Students undertake a wide range of assignments that cross disciplinary boundaries but are united in their commitment to these strategies and values.	Student feedback English Dept Course Descriptions and C1 forms Course evaluation sheets (some courses)	168.1 ENG/C1 173.1 ENG/S/CS/P 171.1 ENG/FND 177.1 ENG/CED
3.20	The English Degree program adheres to Senate ADPC/ IQAC	IQAC documents	

	processes, and constantly seeks to improve programme quality.		
3.21	Department monitors its academic programme through staff evaluation, course evaluations	Course evaluation forms Student feedback Departmental Minutes	166.1 ENG/DMM 167.1 ENG/DCS
3.22	The new curriculum revision will use all available information, including course evaluations, stakeholder feedback, and changing disciplinary norms in order to develop an optimal programme, within staff and resource constraints.	Department correspondence and Minutes	166.1 ENG/DMM 167.1 ENG/DCS
3.23	The Department has begun to collect and record such information from 2017.	Questionnaire responses	175.1 ENG/SFQD
3.24	Students with disabilities are taught individually as appropriate, and are assisted in other ways in collaboration with the Counseling Unit of the University and the SNRU.	SNRU Counseling Unit	176.1 ENG/SNS
<p>The English Special Degree programme was designed to maintain the highest academic and intellectual standards and international norms within the discipline, as well as to encourage students to think both critically and creatively about the core issues and challenges of our times, addressing class, gender, ethnic and related concerns throughout their studies. s of the programme are diverse, highly motivated independent learners and young scholars who are all employed or pursuing higher studies in Sri Lanka or abroad. Teaching methods are varied as required of the different courses, and encapsulate the principles of student-centered learning and guided critical thinking. Revision of the curriculum is planned in order to accommodate changing disciplinary foci, as well as to provide more choices to students in the context of their diverse competencies and aspirations.</p>			

Criterion 4 - Course/ Module Design and Development

Standard	Claim of compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
4.1	The English curriculum was developed 15 years ago, incorporating best practice and international norms at the time, by a team of staff members assisted by experts in the field.	Department Meeting Minutes Department communications Course description rationale	166.1 ENG/DM M 167.1 ENG/DCS 173.1 ENG/S/CS/ P
4.2	Curriculum matches the program objectives, though ILOs were not explicitly developed at the time.	Course Specification	5173.1 ENG/S/CS/ P
4.3	Courses were designed before the SLQF definitions were determined. No SBS exists for this subject yet. No Subject Review was undertaken either. This curriculum will be revised during 2017/18	Curriculum revision documentation	182.1 ENG/CRD
4.4	Courses/modules adhere to approved standards.	Templates of C1 Faculty Board meeting minutes	211. W/C1 69. F/FBM
4.5	Curriculum design ensures constructive alignment.	English Syllabi C1 Forms Student Feedback	173.1 ENG/S/CS/ P 168.1 ENG/C1 175.1 ENG/ SFQD
4.6	The department has applied student centered teaching strategies	English Syllabi with Assessment Criteria C1 Student Feedback	173.1 ENG/S/CS/ P 168.1 ENG/C1 175.1 ENG/ SFQD

4.7	Each course contains teaching and learning, assessment strategies relevant to expected learning even though these ILOs have not been specified.	English Curriculum/Course specs	173.1 ENG/S/CS/ P
4.8	Programme uses different and complementary learning strategies. The proposed new curriculum will be aligned to SLQF and other relevant guidelines	Course Specifications C1 forms	173.1 ENG/S/CS/ P 168.1 ENG/C1
4.9	Courses are designed to foster critical and creative thinking that is socially aware and gender sensitive.	Course specifications C1 forms Student feedback	173.1 ENG/S/CS/ P 168.1 ENG/C1 175.1 ENG/ SFQD
4.10	Department follows existing guidelines of SNRU.	Special Needs assistance Student Requests	176.1 ENG/SNS 184.1 ENG/SR
4.11	Courses are completed within the intended time.	Handbook Faculty Semester timetables Departmental Time Tables	93. H/HAND 84. F/SEM 130. M/MID 169.1 ENG/SDL
4.12	The course content is rigorous, balanced, and can be completed in the stipulated timeframe.	C1 forms Departmental Meeting Minutes	168.1 ENG/ C1 166.1 ENG/DMM
4.13	Courses use appropriate technology, media and ICT facilities in design and delivery.	Inventory English curriculum and courses Dissertation Proposal presentations Student Feedback	196.1 ENG/IVL 173.1 ENG/S/CS/ P 172.1

			ENG/DIS 175.1 ENG/SFQD
4.14	The staff is trained in designing and developing courses.	Training schedules of Staff Development Centre Staff CVs	192. T/SDCS 94. H/HETC 17. A/ART 170.1 ENG/CDR
4.15	University provides appropriate resources for curriculum matters.	Staff academic qualifications Evidence of Faculty using its generated funds	179.S/QUAL 94.H/HETC 55.E/FUND
4.16	The Department has followed the university's course approval policy.	Faculty ADPC minutes and guidelines for course approval	6. A/FADPC 212. W/DUI
4.17	Curriculum committee is aware of the standards.	Evidence of circulations (Head / Dean's letters) Faculty Board Minutes Departmental Communique	54. E/FQAD 69. F/FBM 167.1 ENG/DCS
4.18	Adopts internal monitoring strategies.	Departmental Communique Faculty Board Meeting minutes	47.1 FNA/DCS 69. F/FBM
4.19	Some courses and modules are evaluated at the end of the semester.	Student Evaluations	177.1 ENG/CED

In designing the current English Special Degree programme, the department has considered university by-laws, course content, teaching methods and methods of assessment in order to achieve the stipulated objectives of the programme. However, since this was undertaken 15 years ago, it did not have the benefit of SBS or SLQF guidelines. Thus, comprehensive change is necessary and is being undertaken in 2017/18. The current programme maintains the highest international standards of the time and is both gender sensitive and critically aware of the key issues that still prevail. Students with special needs have been assisted to complete the course, which is both diverse and inclusive.

Criterion 5 –Teaching and Learning

Standard	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
5.1	All academic activities are guided by the institutional mission statement and the graduate profiles.	Corporate Plan Action Plan Handbook English Dept. curriculum	70. F/CORP 46.1 FNA/ DAP 93. H/HAND 173.1 ENG/S/CS/ P
5.2	Timetables and course syllabi are provided in advance.	C1 Forms Course Evaluation Course Specifications	168.1 ENG/C1 177.1 ENG/CED 173.1 ENG/S/CS/ P
5.3	Constructive alignment is achieved through the Department and Faculty practice of integrating syllabi and C1 forms	English Syllabi Course Evaluation C1 forms	173.1 ENG/S/CS/ P 177.1 ENG/CED 168.1 ENG/C1
5.4	Lecturers accommodate differently-abled students, providing them specialized instruction and additional support, but buildings and classroom facilities are not be always inclusive in this respect.	List of facilities available at SNRU Dept. work with SN students	115. L/SNRU 176.1 ENG/SNS
5.5	Lecturers have been trained to follow different methods of delivery.	Student Feedback Course Evaluation	175.1 ENG/SFQD 177.1 ENG/CED
5.6	Lecturers incorporate updated information and knowledge from their own research findings and activities, as appropriate, as well as the other key current scholarship.	C1 Forms Teaching Materials Teacher Evaluation	168.1 ENG/C1 183.1 ENG/TM 177.1

			ENG/CED
5.7	The Department promotes self-directed/ collaborative learning through individual/ group assignments, projects, action research and field work.	Dissertations Field visits Assignments and Projects	172.1 ENG/DIS 181.1 ENG/FVD 194.1 ENG/EXAM
5.8	The Department promotes students' scholarly and creative work by publishing student journals, holding poetry readings, research presentations, and facilitating publication in external journals	Student Publications, Productions ELA, DramSoc and Music Society work	178.1 ENG/CPP 179.1 ENG/LAP 186.1 ENG/SECA
5.9	The Department has courses where group/collective research and reporting is compulsory.	Assignments, Projects C1 Course Descriptions	194.1 ENG/EXAM 168.1 ENG/C1 173.1 ENG/S/CS/P
5.10	Research-oriented assignments are given to promote students' research, writing, and creative skills. Dissertations are often published and/or presented at conferences	Student Publications, Creative expression Dissertations	179.1 ENG/LAP 172.1 ENG/DIS
5.11	Staff is conscious of explicit and implicit discrimination based on gender and sexual orientation. Course content mainstreams gender equality and sensitization.	C1 forms Course Descriptions Student feedback	168.1 ENG/C1 173.1 ENG/S/CS/P 177.1 ENG/CED 175.1 ENG/SFQD

5.12	Teaching activities are monitored through evaluation, peer review, discussions and student feedback	Course Evaluation Department Meeting Minutes Student questionnaire responses	177.1 ENG/CED 166.1 ENG/DMM 175.1 ENG/SFQD
5.13	Teaching is carried out using a range of innovative and creative methods, as relevant to the course being taught.	Teacher Evaluation Inventory Assignments	177.1 ENG/CED 196.1 ENG/IVL 194.1 ENG/EXAM
5.14	Student-centered activities are carried out using a blended approach that mixes teacher-directed, and student-centered methodologies as appropriate	Student Feedback Assignments Field Projects	175.1 ENG/SFQD 194.1 ENG/EXAM 194.1 ENG/EXAM 181.1 ENG/FVD
5.15	Department follows active/deep critical and analytical learning strategies for developing students' academic progress	Assignments and projects C1 Course descriptions	194.1 ENG/EXAM 168.1 ENG/C1 173.1 ENG/S/CS/P
5.16	Feedback sheets are used to obtain regular evaluation from students. Students are also provided with a safe environment to provide verbal and written feedback.	Course Evaluation Teacher Evaluation Student Feedback Student Requests	177.1 ENG/CED 175.1 ENG/SFQD 184.1 ENG/SR
5.17	Department uses students' comments in improving teaching and learning. The new curriculum will give due importance to student responses.	Course Specifications Teacher Evaluation Curriculum Revision process	173.1 ENG/S/CS/P 177.1 ENG/CED 182.1 ENG/CRD

5.18	Work allocation follows UGC guidelines, and is determined by consensus	Department Meeting Minutes & Staff Communications Timetables	166.1 ENG/DMM 167.1 ENG/DCS 169.1 ENG/SDL
5.19	A set of indicators of excellence in teaching is followed when promoting academics.	University promotion documents in UGC Circulars	
While eschewing a single graduate profile in order to recognise diversity and difference, the English Department ensures that staff work norms and sensitivity to student needs are high priorities. The programme focuses on nurturing critical and creative thinking among its students, and provides them with a safe and enabling environment to engage with difficult yet crucial issues and values.			

Criterion 6- Learning Environment, Student Support and Progression

Standards	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
6.1	Department makes students feel welcome, and is responsive to their needs. Head adopts an open door policy.	Time Tables with Student contact hours. Faculty Introductions and Orientation programme, Handbook etc.,	169.1 ENG/SDL 146. O/OR
6.2	Faculty/Department conducts programmes on a range of areas, including career guidance etc. Dept. conducts remedial and related academic programmes	Student Feedback Workshops ELTU Activities	175.1 ENG/SFQD 191.1. ENG/WSL 48. E/ELTU 192.1 ENG/ELTU
6.3	Faculty orientation programme introduces students to every aspects of their academic life.	Orientation Programme Programmes conducted by the SDC; Workshops Conducted by the ARTSED	146. O/OR 154. P/SDC 17. A/ART
6.4	Code of conduct manual is circulated among students.	Student Disciplinary By-laws	183. S/DISC

6.5	Student counsellors help students become integrated into university life.	Orientation Programme for students; Workshops Conducted by SWC and CGU	146. S/OR 202. W/SWC
6.6	Department maintains records related to student requests and special needs assessments.	Student Requests Special Needs assistance	184.1 ENG/SR 176.1 ENG/SNS
6.7	Induction programme trains staff in methods of gaining maximum effects from existing resources.	SDC Training Plans Orientation programme MOODLE Workshops	174. S/SDC 146. S/OR 207. W/LMS 191.1 ENG/WSL
6.8	The Faculty conducts IT laboratory sessions as part of the Foundation Course programme. All students in the English Dept. are proficient in word processing and internet access skills	Foundation Courses in IT Student feedback	177.1 ENG/CED
6.9	Department supports these initiatives by Special Needs Resource Unit (SNRU) and Counseling Unit, and often provides special learning environments for these students	Handbook List of facilities available at the SNRU Extra work with differently-abled students	93. H/HAND 115. L/SNRU 176.1 ENG/SNS
6.10	Library is computerized. The Department's library is extensive and is accessible to students	Links to Online Databases; Usage Reports of library journals Department Library resources	109. L/DATA 107. L/READ 174.1 ENG/LIB
6.11	Course specifications indicate extensive reading materials to fulfil course requirements and these are accessible in the library, online or through photocopies	Faculty Orientation Information C1 Forms Course Descriptions	146. S/OR 40.1 FNA/C1 173.1 ENG/S/CS/ P

6.12	Faculty maintains a database of students' records. Department has begun to keep records from 2017.	Faculty Website and relevant links Department student records Questionnaire responses	77. F/REGI 194.1 ENG/EXAM 175.1 ENG/SFQD
6.13	Department organizes a set of diverse academic, cultural, social activities through the ELA, DramSoc, Music Society and visiting lectures.	ELA, Dramsoc etc reports Ludowyk lectures, visiting lectures	186.1 ENG/SECA 180.1 ENG/LML 188.1 ENG/VS
6.14	Department staff function as mentors of the students whose dissertations they supervise. Lecturers assist students whenever there is a need.	Dissertation documentation	172.1 ENG/DIS 175.1 ENG/SFBS
6.15	Faculty /Department organizes co-curricular activities.	Co-Curricular Activities List of Co-curricular activities conducted by ASU	186.1 ENG/SECA 111. L/CO
6.16	Students participate in programs organized by the CGU.	Welfare Center/Annual Work done report List of Participants in CGU Activities	218.W/SW CC 118. L/CGU
6.17	No internships are offered by the Department.		
6.18	The SGBV and GEE act is in the process of being approved. Complaints are inquired by a disciplinary board appointed by the Vice Chancellor.	Senate Minutes FB Minutes	
6.19	Department obtains end semester feedback, though not uniformly.	Student Feedback Course evaluations	175.1 ENG/SFQD 177.1 ENG/CED
6.20	Faculty/ Department informs students of available opportunities for training, scholarships, employments, and awards.	Faculty Notices Students Requests (Recommendation letters) Awards received	184.1 ENG/SR 190.1 ENG/SSR
6.21	Student dropout rates are extremely low, department /faculty still has several fall back options in place.	Faculty Student Admission and Request Committee meeting minutes	219. W/SRC

6.22	Department has agreed to track students from 2017, but few previous records exist.	Past Student Questionnaire Response	175.1 ENG/SFQD
6.23	Department maintains a student request file and attends to them in a timely and transparent manner.	Disciplinary by-laws for Students Minutes of Board of Discipline Student Requests	43. D/DISC 133.M/DISC C 184.1 ENG/SR
6.24	The Faculty encourages alumni to assist students in need and in preparing them for their professional future.	Details of AAUP support for needy students	41. D/SNRU
The English Department comprises distinguished academic staff who provide students with an enabling learning environment that includes student support throughout the special degree programme. Progression of learning is facilitated, and students who have difficulties coping are nurtured and mentored to ensure successful completion of the degree.			

Criterion 7- Student Assessment and Awards

Standards	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
7.1	Assessment is integrated in programme design and is appropriately related to course objectives and learning outcomes	Course unit Regulations (43-48 pages) English Course Specifications C1 Forms	93. H/HAND 173.1 ENG/S/CS/ P 168.1 ENG/C1
7.2	No SBS guidelines have been prepared for English yet. Nor has there been a Subject Review exercise for the Dept of English.		
7.3	Department follows faculty guidelines.	C1 Forms Course descriptions and related documents	168.1 ENG/C1 173.1 ENG/S/CS/ P
7.4	The Department is beginning a review of its curriculum after 15 years, but course are regularly revised and updated.	Department Meeting Minutes & Notes C1 forms Course descriptions	166.1 ENG/DMM 167.1 ENG/DCS

			168.1 ENG/C1 173.1 ENG/S/CS/ P
7.5	Weightage is stated in the syllabus overall, and in each course,	Department Curriculum C 1 forms	173.1 ENG/S/CS/ P 168.1 ENG/C1
7.6	Examiners are appointed following by-laws.	Examination by-laws CE1 forms / TOR for Examiners	60. E/BL 194.1 ENG/EXA M
7.7	Reports of the external examiners are given full consideration and the dept and faculty levels.	External examiners reports	194.1 ENG/EXA M
7.8	Assessment methods are detailed in the handbook/ syllabi.	Examination by-laws English Dept Course syllabi C1 forms	60. E/BL 173.1 ENG/S/CS/ P 168.1 ENG/C1
7.9	Faculty examination by-laws clearly state guidelines that disallow potential conflict of interest	Examination by-laws	60. E/BL
7.10	Resources are available for differently abled students.	SNRU, Counseling Unit	41. D/SNRU 176.1 ENG/SNS
7.11	Department promotes effective learning.	Examination By-laws Handbook Student Feedback, Evaluation	60.E/BL 93.H/HAN D 175.1 ENG/SFQD 177.1 ENG/CED
7.12	Department has clear guidelines for marking-related activities.	Mark Sheets Second marker's report for dissertations	194.1 ENG EXAM 194.1 ENG EXAM

7.13	Transcripts accurately reflect progression and student attainment.	Examinations by-laws Transcripts- Sample Faculty Handbook	60. E/BL 194.1 ENG/EXA M 93. H/HAND
7.14	Transcripts contain all the basic information.	Examination by-laws Transcripts -Sample	60. E/BL 194.1 ENG/EXA M
7.15	Result sheets are delivered at different levels, and provisionally approved at the Faculty Exam Board.	Examination Marks Record	56.1 FNA/EXA M
7.16	Current programme, assessment schemes, certification are consistent with SLQF guidelines.	SLQF manuals Course Specifications	176. S/SLQF 173.1 ENG/S/CS/ P
7.17	Faculty implements examination by-laws.	Examination by-laws Time Tables	60. E/BL EXAM/TT
The English degree requires a careful and consistent melding of individual creativity and critical thinking with collective norms of assessment that are transparent and accountable. Hence, established examination by-laws and other guidelines in assessing skills and competencies are rigorously followed. Therefore, the spectrum of methods, processes, strategies and tasks are followed in assessing specific ILOs. Our students excel within the system, and, thus, where special skills are rewarded with medals, awards, or certificates the selections are done by a panel of experts based on pre-determined and objective criteria.			

Criterion 8 – Innovative and Healthy Practices

Standards	Claim of compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	Department utilizes existing ICT facilities for teaching, including multi-media for presentations by teachers and students, playing of movies etc.	List of Equipment C1 forms and course descriptions Student Feedback	195.1 ENG/E 168.1 ENG/C1 171.1. ENG/FND

8.2	Staff members use OER such as E-books, films, music tracks and other materials for teaching and learning activities.	Teaching Materials C1 forms and course descriptions	183.1 ENG/TM 168.1 ENG/C1
8.3	Department members engage in R & D activities, and, as appropriate, these research findings feed into teaching and result in publications	Academic staff CVs Staff personal files (records of research grants & awards)	170.1 ENG/CDR 189.1 ENG/SPF 179.1 ENG/LAP
8.4	The Faculty/ Department organizes annual conferences and symposia.	Staff Publications Faculty Corporate Plan	179.1 ENG/LAP 170.1 ENG/CDR 70. F/CORP 122. L/FGRA
8.5	Institute provides opportunity, financial assistance for research and publications.	Faculty Board Minutes Senate Minutes	69. F.FBM 1. A/SEN
8.6	Students write an independent dissertation and present their findings at FAUC.	Dissertations Students' Publications	172.1 ENG/DIS 179.1 ENG/LAP
8.7	The Department has no internships, due to the nature of the discipline and other considerations		
8.8	Department has strong links with the US Fulbright program, and has established academic links with international universities, other institutions and programmes	Scholarship Records Staff CVs Faculty Exchange Programmes	190.1 ENG/SSR 170.1 ENG/CDR 137. M/MOU
8.9	The English Department has offered an English course for the general public ("English for Professionals") for the past 15 years, both as outreach and public service, and as an income-generating activity which has provided the university with over 20 million rupees and educated over 5000 students.	English Extension Course	197.1 ENG/EEC
8.10	Credit-transfers are allowed if the	Handbook (pp. 45-48)	93.

	university has an equivalent course unit system.		H/HAND
8.11	Staff and students of the Department engage in a wide variety of co-curricular activities, especially social, cultural and aesthetic pursuits.	Outreach and General Education activities Creative work National and international engagement of staff	185.1 ENG/OGE A 186.1 ENG/SECA 170.1 ENG/CDR 186.1 ENG/SECA 178.1 ENG/CPP
8.12	Department encourages student participation at regional and national level competitions.	Awards Received	190.1 ENG/SSR
8.13	The Department is beginning a curriculum revision process in 2017. Even the previous curriculum was designed to ensure the highest academic standards.	Examination- Moderation, Paper Setting etc. Dissertations Reports	194.1 ENG/EXA M 172.1 ENG//DIS
8.14	Special Degree students have seldom requested to exit the degree program at a lower level, but there is provision to leave with a General Degree	Handbook	93. H/HAND
While department staff and students are fully proficient in cutting-edge learning/teaching aids, an appropriate mix of technology-based and old-fashioned critical approaches are followed. The department utilizes available resources to facilitate a smooth transition between undergraduate and postgraduate education, skill-based career path development, and socially-aware intellectual innovation and growth.			

Bachelor of Arts (Hons) in Tamil

Criterion 1- Programme Management

Standards	Claim of the compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
1.1	Bachelor of Tamil Honors Programme is managed under the department head guided by the dean, in consistent with the universities act and the bylaws.	Faculty by-laws Faculty Board Minutes Dept. Meeting Minutes	20.B/BL 69.F/FBM 37.D/DEPT
1.2	Faculty Action Plan align with university's strategic plan.	Faculty Action Plan	67.F/ACT
1.3	Compliance with Management Procedures that are in compliance with national and institutional SOP and they are documented and widely circulated.	Annual audit reports Faculty annual reports Senate minutes FQAC reports	10.A/AUD 12.A/AR 01.A/SEN 100.I/FQAC
1.4	Department adhere to Participatory Governance.	Faculty Board Minutes Dept. Meeting Minutes	69.F/FBM 37.D/DEPT
1.5	Department is fully committed to the time frame of Annual Academic Calendar.	Semester timetables Academic Calendar	38.D/TT 66.F/CAL
1.6	Handbook to all incoming students which includes all information.	Handbook	28.C/HAND
1.7	Prospectus is made available to incoming students.	Handbook	28.C/HAND
1.8	University maintains an updated website for the Arts Faculty.	Faculty web page	75.F/WEB
1.9	An Orientation programs is conducted.	Faculty Orientation information	146.O/OR
1.10	Faculty's records on the status of students studying at the Faculty.	Faculty Student Information System	185.S/PERF
1.11	Faculty has ICT based tools in management such as SIS but MIS system is not established yet.	Refer Faculty ICT doc.	71.F/ICT
1.12	Copies of University charters and code of conduct	Orientation information Code of conduct	146.O/OR 182.S/CODE
1.13	Department Implements Duty list to for all staffs.	Duty list Appointment Letters	40.D/DUTY 198.1.T/SAL

1.14	Staff/course evaluation are used as performance appraisal system.	Course evaluations Forms.	184.S/FEED
1.15	Faculty has a QAC, It works in liaison with the IQAU	FQAC doc.	56.E/POL
1.16	Senior staff members handles reviewing and updating the curriculum	Curriculum Development Activities doc.	199.1.T/CDA
1.17	Department implements OBE-SCL in a certain level.	Continues assessment. Undergraduate Congress.	200.1.T/S/ASSI G 201.1.T/FAUC
1.18	Clear Policy on Programme Approval.	Policy frame work of FQAC/ADPC.	100.I/FQAC
1.19	Department monitors the curriculum and quality of education through students feedback.	Student Feedback.	184.S/FEED
1.20	Department has Collaborative with University of Malaya & Arts and Science college of Kongunaadu.	International seminar doc.	202.1.T/DCP
1.21	Academic counseling mechanisms are utilized.	Academic student counselors Staff Time Table	203.1.T/SCP 204.1.T/STT
1.22	Faculty and the department assures the student; success to Health Care Services, Cultural aesthetic and sports activities.	Dept. co-curricular activities Faculty Orientation program.	205.1.T/DCA 146.O/OR
1.23	The safety and security of students when organizing field visits.	Faculty By Laws. Approval procedure of Field trips.	20.B/BL 206.1.T/FT
1.24	Department adopts approved by Laws pertaining to examinations and examinations offences.	Examination by-laws	60.E/BL
1.25	Special Needs resource unit support and assistance for such students.	Faculty Special Need Resource Unit doc.	41.D/SNRU
1.26	University framework of Code of conduct for ensure GEE and anti SGBV.	Gender equality doc.	45.D/SGBV 205.W/SGBV
1.27	Department Practice policy of zero tolerance of ragging and prevent harassment	University By Laws. Rag Prevention Act.	20.B/BL
Summary In relation to programme management the department of Tamil conducts its activities punctually, effectively, and in a participatory manner, with a focus on student-centered learning, instructed by the faculty and university guidelines also paying close attention to student feedback.			

Criterion 2 : Human and Physical Resources

Standards	Claim of the compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
2.1	Staff members are qualified in their specific expertise area.	Staff personal files. Staff research reports.	207.1.T/SPF 208.1.T/SRD
2.2	Department has taken steps to encourage mid-level academics to seek PG opportunities.	Ph.D. admission doc.	209.1.T/PGAD
2.3	All permanent staff members received the induction training.	Staff Development Center doc.	210.1.T/SDC
2.4	Training programs were organized for CPD Staff.	Moodle Workshop British Council English Training.	164.R/MREP 211.1.T/TPW
2.5	Department effectively manages limited resources. Faculty submitted building proposal.	Infrastructure doc. Faculty Board Minutes Department Library	98.I/INFR 69.F/FBM 212.1.T/DL
2.6	Professional Staff Training Facilities as per International standards.	Overseas Training for Staff	211.1.T/TPW
2.7	OBE-SCL based workshops organized by ARTSED.	ARTSED doc.	17.A/ART 211.1.T/TPW
2.8	Library Resources for Students with Internet Facilities	Library facilities Department Library doc.	107.L/READ 108.L/LIB 212.1.T/DL
2.9	Adequate ICT Facilities at Faculty IT Lab.	IT Lab doc.	101.I/ITRC
2.10	Faculty provide ESL facilities for Students	ELTU Profile	48.E/ELTU
2.11	Department provide soft/life skills to students through the core curricular activities.	FND course Students welfare center doc.	213.1.T/FND 218.W/SWCC
2.12	Multicultural programmes in all three Languages to promote harmony among students.	Handbook Fieldtrip Gatherings	28.C/HAND 206.1.T/FT 214.1.T/DG
Summary Human and physical resources has been the primary focus of attention of the department and has made considerable effort to improve knowledge, skills and attitudes of the staff by creating opportunities for			

them to be gain further training. In terms of the physical resources, the department has found itself restricted at times, but the department and faculty have taken steps to maximize the use of available resources.

Criterion 3 - Programme Design and Development

Standards	Claim of the compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
3.1	Programme was developed by the Senior staff members and submitted to the faculty board for further refinements.	Curriculum Department meeting minutes Faculty board minutes	215.1.T/DC 37.D/DEPT 69.F/FBM
3.2	NA		
3.3	NA		
3.4	The curriculum follows the missions statement of the institute and national goals.	Vision Statement Graduate profile Faculty Action plan	80.F/WEBD 216.1.T/GP 67.F/ACT
3.5	When designing the curriculum regularly refers SLQF.	Curriculum development	35.C/MAX 210.W/CDC 176.S/SLQF
3.6	In selecting students for special degree program we follow the faculty guideline.	Handbook	28.C/HAND
3.7	In teaching and in assessing department is guided by the graduate profile.	Graduate profile	216.1.T/GP
3.8	Senior staff members have setup ILOs taking in pedagogical requirements and the integrity of the subject as well human and other resources.	Consultation of external Expert.	217.1.T/EEC
3.9	Department adopts an OBE and regularly evaluate by students feedback.	ADPC Workshop Doc. Students feedback Department meeting	211.1.T/TPW 184.S/FEED 37.D/DEPT

		minutes	
3.10	Existing curriculum of the department has made enhanced professional and vocational skills of the students.	Training Program and Workshops Fieldtrip	211.1.T/TPW 206.1.T/FT
3.11	Current curriculum includes several courses related to literature and culture of different ethnic groups.	Department curriculum	215.1.T/DC
3.12	Programme is logically structured and consistent with the Faculty calendar. Students are encouraged to make their own choices with regards to selecting subjects.	Handbook Student Request form	28.C/HAND 218.1.T/SRF
3.13	Curriculum takes students forward incrementally in relevant subjects guiding them to obtain higher knowledge and skills. Independent research.	Department curriculum Students Dissertation	215.1.T/DC 219.1.T/SD
3.14	Department has been maintaining 100 % graduation rate, and all its graduates are employed in state or private sector. About 40% of graduates are enrolling in advance degree programs.	Graduation rates, Employment rates and Scholarship Post graduate profile	220.1.T/GR 221.1.T/ER 222.1.T/SS 223.1.T/PGP
3.15	The requirement of awarding the Tamil honest degree is complies with SLQF.	Handbook SLQF and SBS manuals	28.C/HAND 176.S/SLQF
3.16	Programme is designed and develops aligned with the university approved guidelines.	Department curriculum	215.1.T/DC
3.17	Senior Staff members of the department engaging in designing and develop the programme.	Curriculum development FQAC doc.	199.1.T/CDA 100.I/FQAC
3.18	Department has identified appropriating practical training.	C1 forms	224.1.T/C1
3.19	Department of Tamil Develop self-directed learning Group work, independence thinking and lifelong learning.	Department Curriculum	215.1.T/DC
3.20	Degree programme adheres to senate ADPC/ IQAC.	FQAC doc.	100.I/FQAC
3.21	Department is implementing monitoring Program	Department meeting minuets	37.D/DEPT

3.22	Department uses the outcome of programme monitoring measures for developing the curriculum	Department meeting minuets	37.D/DEPT
3.23	Department Suggest to implement such a program	Department meeting minuets	37.D/DEPT
3.24	Faculty has been evaluating the needs of the students.	Refer to SNRU	41.D/SNRU
Summary <p>The programme has been designed and developed adopting the level descriptors of SLQF taking also into account both essential elements of the subject of Tamil and the requirements of society at large, after conceptualizing a carefully thought out graduate profile which incorporates diversity, flexibility and accessibility of learning. The methods of teaching and assessing have been designed with a vision to enhance student-centered learning that is consistent with the curriculum.</p>			

Criterion 4: Course/ Module Design and Development

Standards	Claim of the compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
4.1	Tamil Curriculum has incorporated the input of experts.	Department meeting minutes Reports of external experts.	37.D/DEPT 217.1.T/EEC
4.2	Tamil Curriculum was developed matching with the programme objectives and ILOs.	Preparation of C1 forms with ILOs. New syllabus docs	224.1.T/C1 225.1.T/NCS
4.3	courses are designed based on SLQF	Course specifications that align with the SLQF	176.S/SLQF
4.4	course/module adhere to the university approved standards.	C1	224.1.T/C1
4.5	Curriculum has designed in alignment with formally considered ILOs.	Graduate profile SLQF and SBS doc.	216.1.T/GP 176.S/SLQF
4.6	Department has applied student centered teaching strategies.	New syllabus docs.	225.1.T/NCS
4.7	Each Contains Teaching and learning	Curriculum	215.1.T/DC 28.C/HAND

	assessments strategies relevant to the ILOs.	Handbook	
4.8	Course designs with breakdown of different learning strategies.	C1 Lesson plan	224.1.T/C1 226.1.T/LP
4.9	Courses adopted different Learning strategies	Lesson plan Students Feedback	226.1.T/LP 184.S/FEED
4.10	Following the Existing guideline of SNRU	Special Need Resource Unit doc	41.D/SNRU
4.11	Course has been designed to be completed with the intended time.	Timetable Attendance Sheet	38.D/TT 227.1.T/S/ATTE
4.12	Course content has a balance, and manageable and can be completed in Time.	C-1 Curriculum monitored File	224.1.T/C1 228.1.T/CIF
4.13	Course designed and developed with appropriate media and technology.	Available devises such as Computers & multimedia.	229.1.T/IAV
4.14	Staffs are trained for designing and developing courses.	SDC doc.	210.1.T/SDC
4.15	Appropriate resources for curriculum matters.	Communications with External experts.	217.1.T/EEC
4.16	Department has taken appropriate action to process university course approval policy.	Department meeting minutes	37.D/DEPT
4.17	Department has process to inform course approval criteria of university.	Department meeting minutes	37.D/DEPT
4.18	Department adopts internal monitoring strategies of FQAC.	FQAC doc.	100.I/FQAC
4.19	Courses and modules are regularly evaluated.	Modules evaluated by HOD	230.1.T/CM
Summary <p>In setting up ILOs for each course, and for the degree programme, the department has considered university by-laws, course content, teaching methods and methods of assessment in order to achieve the stipulated objectives of the programme guided by the SLQF. The entire curriculum and the pedagogy thereof pay close attention to maintain accessibility for differently abled students and to run an inclusive programme.</p>			

Criterion 5: Teaching and Learning

Standards	Claim of the compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
5.1	All activities at the department is guided by the University mission Statement and the graduate profile.	Corporate plan 2017-2021 Graduate profile.	231.1.T/CP 216.1.T/GP
5.2	Department provides course specifications and timetables before the Commencement of the course.	Notice board Student feedback	232.1.T/NB 184.S/FEED
5.3	In Teaching Courses, the Department Follows Syllabi and the C1 Form.	Department curriculum C1	215.1.T/DC 224.1.T/C1
5.4	While the Lecturers makes all attempts to accommodate differently abled Students but our class room facilities are not enough.	Special Need Resource Unit	41.D/SNRU
5.5	Instructors have been trained to follow different methods.	Student Feedback Teaching Materials	184.S/FEED 233.1.T/TM
5.6	Lectures Incorporate updated knowledge of their own research findings.	Staff research reports	208.1.T/SRD
5.7	Department promoting self-directed learning and Collaborative Learning. Students are Practicing.	Dissertations Group Activities Assignments Presentations Monthly Seminar Series	219.1.T/SD 234.1.T/GA 227.1.T/S/ATTE 235.1.T/SP 236.1.T/SEM
5.8	Department Promotes Students' Scholarly and Creative works by publishing wall papers and organizing undergraduate research Congress.	Sanga Palakai FAUC Proceedings	237.1.T/SGP 201.1.T/FAUC
5.9	Some of courses where group work is compulsory	Drama Presentation doc.	234.1.T/GA
5.10	Research assignments are given to develop student's skills. The editorial activities of the Students FAUC are done by the Academics.	Dissertations FAUC Proceedings	219.1.T/SD 201.1.T/FAUC
5.11	Department follow the policy documents on GEE and SGBV.	Gender equality doc.	205.W/SGBV

5.12	Teaching and learning activities are monitored at the end of the each semester	Department meeting minutes	37.D/DEPT
5.13	Teaching is done with creative and innovative methods using appropriate technology.	Students Feedback Inventory files audio and visual material	184.S/FEED 229.1.T/IAV
5.14	Adopt both teacher-directed and student-centered teaching-learning methodologies.	C1 form Assignments Students feedback	224.1.T/C1 227.1.T/S/ATTE 184.S/FEED
5.15	Department follows active deep learning strategies.	Action research based assignments	234.1.T/GA
5.16	Feedback Sheets are used to obtain regular evaluation.	Students feedback	184.S/FEED
5.17	Department discusses the students comments and adopts appropriate in order to improve teaching.	Department meeting minutes	37.D/DEPT
5.18	Allocation of work for staff is fair and transparent based on UGC guidelines.	Department meeting minutes Time table Lecture allocation Sheet	37.D/DEPT 38.D/TT 238.1.T/LA
5.19	An implied set of indicators of excellence in teaching is followed in self-evaluation reports of promoting academics.	Self-assessment report of Academics	239.1.T/SARA
Summary <p>By its very nature, Tamil is subject that promotes holistic education with considerable attention to students' skills, knowledge and attitudes. In addition, with the new emphasis on OBE and SCL, the department has re-conceptualized its teaching and learning process by incorporating new methods that enhance the holistic approach in education.</p>			

Criterion 6: Learning Environment, Student Support and Progression

Standards	Claim of the compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
6.1	Department adopts a student friendly administrative, academic and technical support system.	Students Councilors/ Proctors. Suggestions box.	203.1.T/SCP 240.1.T/SBX
6.2	Faculty conducts programmes for staffs train them in using effective methods of teaching.	Training Program doc.	211.1.T/TPW
6.3.	Faculty has an orientation programme where new students are introduce to every aspect of their university life.	Handbook Faculty orientation documents	28.C/HAND 146.O/OR
6.4	The code of conduct manual is circulate when students first arrived at the University.	code of conduct doc.	182.S/CODE
6.5	Student's counselors help students.	Orientation programme	146.O/OR
6.6	Faculty maintains records related to orientation programme and student counseling services.	Academic counselor's doc.	203.1.T/SCP
6.7	Compulsory Induction Programme trains academic and non-academic staffs. Faculty organized a library tours to for new students.	SDC training plans Orientation programme	210.1.T/SDC 146.O/OR
6.8	In relation to some subjects, Dept. conducts training session in Sri Lanka and abroad.	Workshops on Epigraphy and Sangam Literature	211.1.T/TPW
6.9	Done by special needs resources Unit.	SNRU doc.	41.D/SNRU
6.10	Only the main library computerized.	University library web side	108.L/LIB
6.11	The course specification indicates relevant reading materials aiming the ILOs of the program.	Material request letter Faculty Hand book	241.1.T/MRL 28.C/HAND
6.12	Faculty maintains an as up to date database of student's records. The Department maintains up-to-date records on student progress throughout a programme of study.	Students Assignments Discussions	200.1.T/S/ASSIG 242.1.T/TDC

6.13	Department organizes programmes that promote interaction between the staff and students.	Refresh Course Monthly seminar	202.1.T/DCP 236.1.T-SEM
6.14	Department occasionally hosts invited guests who function as mentors in relevant field.	Seasonal Seminar	243.1.T/SES
6.15	Department organized annually Drama festival.	Drama doc.	234.1.T/GA
6.16	The students participate in different programs organized by the CGU.	CGU documents	244.1.T/CGU
6.17	Department propose to start internship Program for some courses.	Communications doc of internship Program	245.1.T-DIP
6.18	Department adheres to policy statement of GEE and SGBV.	Gender equality doc.	205.W/SGBV
6.19	Department obtains student feedback at the end of the semester. Student suggestion box.	Student feedback Suggestion box.	184.S/FEED 240.1.T/SBX
6.20	Department regularly inform students of available opportunity for training scholarships and employments.	Handbook Scholarship file.	28.C/HAND 222.1.T/SS
6.21	While the dropouts rates are our student are extremely low. Several fall back options in place.	Faculty examination file. Student Admission and request.	61.E/MAR 219.W/SRC
6.22	At the end of the each semester Faculty request board which include all heads and examiners scrutinized results obtained by student for each course.	Faculty board minutes	69.F/FBM
6.23	Department maintains students' request file and frequently and attends to the matters requested.	Request doc.	218.1.T/SRF
6.24	There is very little interaction between graduate programme and alumina.	Handbook	28.C/HAND

Summary

The department of Tamil has group of academics and administrators who are knowledgeable and skilled in outcome based learning and the human and physical resources needed, regularly attend to students' requests and concerns, and create opportunities for co-curricular training, workshops, internships, and cultural programmes where the students are able to demonstrate their skills.

Criterion 7: Student Assessment and Awards

Standards	Claim of the compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
7.1	Department maintains rational relations between ILO's and assessment.	By laws C1 Forms Examination regulations	20.B/BL 224.1.T/C1 60.E/BL
7.2	Department maintains clear relation between SLQF/SBS and Curriculum	Curriculum Handbook	215.1.T/DC 28.C/HAND
7.3	Department follow faculty guide lines	Faculty curriculum committee doc	210.W/CDC
7.4	Faculty reviews and revises its curriculum after every 5 years.	Faculty curriculum committee doc	210.W/CDC
7.5	Weightage related to course content and assessment is stated in the syllabi.	C 1	224.1.T/C1
7.6	Examiner for each subjects are appointed following by-laws and the list of examiners is sent to the faculty board.	By-laws of examinations Faculty board minutes	60.E/BL 69.F/FBM
7.7	Department ensures that the reports from external examiners are considered by the examination board in Finalizing the results.	External examiners' reports.	62.E/REP 247.1.T-EXSM
7.8	Assessments methods are detailed in the student hand book and C1 forms.	Handbook. C1	28.C/HAND 224.1.T/C1
7.9	Faculty examinations by laws stated guidelines as to how to avoid of conflict of interest in assessing students.	By laws	60.E/BL
7.10	Department ensure that all the relevant resources are available for differently abled students.	SNRU doc.	41.D/SNRU
7.11	Department helping students to promoting effective learning.	Hand Book	28.C/HAND
7.12	Department has elaborate instructions and policies for marking	Marks sheet Second marker's report	246.1.T/MS 247.1.T/EXSM

	related activities.		
7.13	A complete transcript accurately reflects the stages of progression.	Sample transcripts	248.1.T/ST
7.14	Transcripts contain all the basic information about the student's achievement.	Sample transcripts; examinations by-laws	248.1.T/ST 60.E/BL
7.15	Examination results sheets are Made available at deferent levels. Students are able to request to correction	Provisional result sheet	249.1.T/SR
7.16	The Current programme and assessment are consistence with SLQF guidelines.	Course specifications	215.1.T/DC
7.17	Faculty employs examination by-laws In every examination activities.	Examination by-laws	60.E/BL
<p>Summary</p> <p>The department still adheres to the general principles of consistency and transparency by closely following examination by-laws and other guidelines in assessing skills and competencies. In addition, a set of diverse methods, processes, strategies and tasks are followed in assessing specific ILOs. Where special skills are rewarded with medals, awards, or certificates the selections are done by a panel of experts.</p>			

Criterion 8 – Innovative and Healthy Practices

Standards	Claim of the compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	At present department do not enough ICT infrastructures to utilize teaching methods.	Infrastructure inventory Teaching methods.	98.I/INFR 233.1.T/TM
8.2	Staff member use OERs for teaching and learning activities.	University library Faculty IT Lab	107.L/READ 101.I/ITRC
8.3	Department members engage in R&D activities and other outreach activities.	Staff Research and development Reports	208.1.T/SRD
8.4	Faculty/ Department organized annual conference where the academics and students present their research findings. University provided annual research grants.	Under graduate research congress National Seminar	201.1.T/FAUC 250.1.T-SEA
8.5	Institute provides opportunities and financial assistance for research and publications, and in the promotion scheme for academics a prominent weightage is given for research.	Research Project doc. Promotion scheme	251.1.T/RP 252.1.T/PS
8.6	All special degree students are writing an independence dissertation and they are required to present their finding at FAUC.	Dissertation doc. Undergraduate Research Congress.	201.1.T/FAUC
8.7	Department proposes to start internship programme for final year students.	Internship communication doc.	245.1.T-DIP
8.8	Faculty has several exchange programmes. Department makes necessary arrangements to bring our students to participate Refresher Courses in aboard.	Faculty Exchange programme. Link Program with some HEIs.	123.L/EX 202.1.T/DCP
8.9	Faculty receives a percentage of income from the CDCE and some other institutions. That income is	Faculty board minutes	69.F/FBM

	used activities related to internal undergraduate programme.		
8.10	Credit – transfers are allowed by the faculty only from national and international universities that have equivalent course unit systems.	Handbook	28.C/HAND
8.11	Department engaged some co-curricular activities.	Drama Festival doc. Monthly Seminar Series Field Trip	205.1.T/DCA 236.1.T-SEM 206.1.T/FT
8.12	Department encourages students participation for competitions. Annual awards for outstanding students.	Inter Faculty competitions doc. Awards.	253.1.T/SECA 222.1.T/SS
8.13	External examiner are used regularly for moderation and marking.	Moderation Second marking examiners.	254.1.T-EXM 247.1. T-EXSM
8.14	Special degree students are allowed to exit with a three year general degree.	Students request form	218.1. T/SRF
Summary <p>The department is aware of cutting-edge technological advancements in teaching and whenever possible those technologies are used in teaching activities. The department utilizes available resources to make smooth transition between undergraduate education and postgraduate training, skill-based career opportunities, and intellectual innovation and growth.</p>			

Section 4: Summary

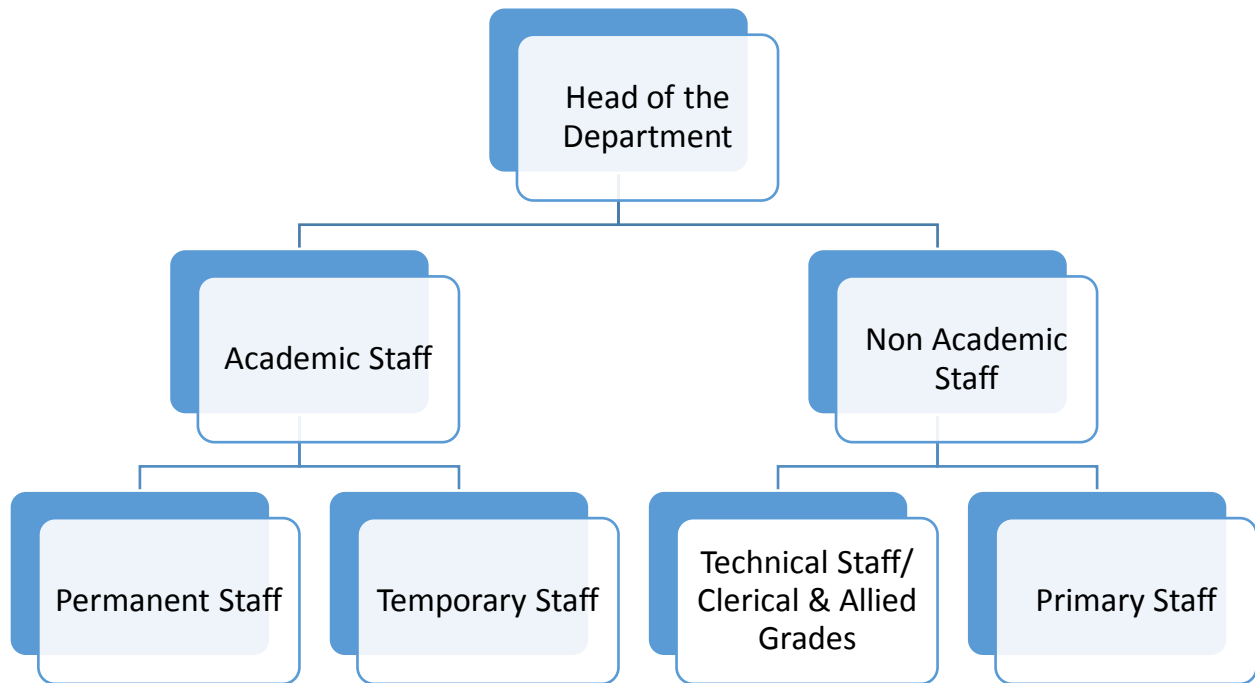
Effectiveness of the ways in which the Faculty/department discharge its responsibilities for maintaining academic standards.

Since the study programmes of the cluster 4 is varying from language studies to humanities and Social Sciences, the intended outcome of the graduate profiles are aimed to produce graduates with theoretical knowledge, practical understanding and trainings. In addition, innovativeness, creativity and critical thinking were further added component of the graduates of the study programmes of the cluster 4. As the study programmes themselves show multicultural nature and inter disciplinary approaches of it, create harmonious environment to facilitate unity in diversity for better future.

Each study programmes of the cluster process the guidelines of SLQF and closely followed evaluation procedure for achieving intended outcome of the graduate profile of the curriculum. Internal regular monitoring mechanisms, such as curriculum development committee, heads meetings as the oversite committee of the faculty, are adopted and process for enhancing and uplifting the better quality of the study programmes. Following such mechanism would allow to address intermediate issues and disparities related to the teaching learning process of the study programmes in this cluster. Furthermore feedback of the stake holders would be taken in to account in the process of reviewing the curriculum of this cluster. In addition, open education resources (OER), education management system (EMS) are used to enhance the quality of the study programmes.

Therefore the study programmes of the cluster 4 namely Archeology, English, Fine Arts, Philosophy, Sinhala and Tamil shows that the curriculum is developed structured and delivered in accordance with SLQF guidelines and SBS frame work. Monitoring mechanism of the programmes follows the IQAC and IQAU guided by the faculty and by-laws of the faculty and the University of Peradeniya.

Appendix 1: Organogram



Appendix 2: Intended Learning Outcomes of the Degree

Upon completion of the degree programme, the graduates will:

1. Possess advanced knowledge in the fields of study with the highest possible ability to apply the knowledge in the real world.
2. Possess critical thinking ability
3. Possess the skills on numeracy
4. Be able to communicate effectively
5. Possess teamwork skills
6. Have problem solving ability
7. Be able to manage themselves
8. Be able to plan at individual, community, society, national and international level
9. Possess advanced organizing skills
10. Be highly conversant of using new technologies
11. Possess life-long learning skills
12. Be able to take initiatives for development
13. Be able to start new enterprises
14. Be conversant in English
15. Possess working ability in Tamil Sinhala
16. Be able to manage time
17. Maintain professional behavior in all of their conducts
18. Be able to adapt to changing situations
19. Respect and uphold all forms of liberty
20. Respect all forms of diversity
21. Be honest and dignified
22. Be efficient
23. Be socially responsible
24. Reject all forms of violence and harassment
25. Enthusiastically participate at public/common interests/work
26. Be able to provide leadership
27. Be able to coordinate at institutional, national and international levels

28. Be able to produce new knowledge for the betterment of the humanity
29. Be innovative in the world of work
30. Be respectful for racial, ethnic, religious and other diversities

Appendix 3: Information on Courses, Students and Staff

Table 1: Number of Students

Department	Student Number				
	2012	2013	2014	2015	2016
Archaeology	17	15	05	11	33
English	07	08	10	12	14
Fine Arts	01	11	11	11	12
Philosophy	16	16	14	14	40
Sinhalese	71	49	53	47	44
Tamil	22	16	17	18	20

Table 2: Number and Qualification of Academic staff-2016

Department	Ph.D. & Equivalent Degree	Masters Degree	Bachelors Degree	Total
Archaeology	06	-	-	06
English	06	02	-	08
Fine Arts	04	02	-	06
Philosophy	02	06	01	09
Sinhalese	04	09	-	13
Tamil	03	02	02	07
Total	25	21	03	49

Table 3: Profiles of Academic Staff

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
Archaeology	-	-	-	-	-	-	02	01	02	01	-	-	-	-	-	-	04	02
English	02	-	-	02	-	-	01	01	-	01	-	-	01	-	-	-	04	04
Fine Arts	-	-	-	-	-	-	-	01	03	-	01	01	-	-	-	-	04	02
Philosophy	-	-	02	-	-	-	-	02	04	-	-	-	01		-	-	07	02
Sinhalese				02			01	01	05	03	01						07	06
Tamil	-	-	01	-	-	-	-	01	01	-	-	-	03	01	-	-	05	02

Table 4: Profiles of Non Academic Staff

Department	No. of Staff Members							
	Technical Staff		Clerical and Allied Grades		Primary Staff		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
Archaeology	-	01	-	01	01	-	01	02
English				01	01		01	01
Fine Arts			01	-	01	01	02	01
Philosophy	01	-	-	01	01	-	02	01
Sinhalese	-	-	-	01	01	-	01	01
Tamil	-	-	-	01	01	-	01	01
Total	01	01	01	05	06	01	08	07

Appendix 4: SWOT Analysis

Strengths:

- Highly qualified, Dedicated, and Competent academic staff: The staff has a broad base of expertise, specializations and interests and openness in sharing of their expertise. The departments of this cluster has access to the expertise of a pool of renowned emeritus professors, and national and international visiting scholars.
- Dedicated and competent non-academic Staff
- Availability of one of the best libraries for the 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 merits
- Available Grant Funding from foreign agencies and governments
- Staff to Student Ratio is at a satisfactory level
- Increased Enrolment of motivated students to study programmes in the cluster.
- Course Expansion and diversification with a vision to create interdisciplinary studies
- A process regular self-evaluation that reviews and develop each subject area
- Diverse student and staff community
- Availability of a strong ALUMNI
- High access to other disciplines as most Faculties are located in close proximity
- The subjects belongs to this cluster create a conducive pedagogical environment for co-curricular activities

Weaknesses:

- Constraints in funding for further development physical and human resources
- Lack of space to accommodate new teaching methods and teaching technologies such as language labs, mini-theaters, archaeological labs and art galleries.
- Limited of space for class rooms and student centered learning practices

- Limited number of cadres and office space for existing academic staff
- Shortage funding for field-based learning
- Lack of study areas, common rooms, and discussion areas for students
- Gap between stakeholder expectations and graduate expectations
- Difficulty in recruiting and retaining best qualified academics due to lack of incentives
- Limited facilities for student support and welfare
- Lack of 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
- Poor facilities for English language training
- Lack of availability and use of digital technologies
- Constraints for obtaining technical support for relevant subjects
- Non-availability of cutting edge technology for some subjects
- Non-availability of management information system(MIS)

Opportunities:

- Global Demand for skilled and competent humanities and social science 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
- Opportunities for collaborative research
- Expanding international academic/professional opportunities in the subjects belong to this cluster

Threats:

- Unprecedented budget management restrictions
- Reduced funding for humanities and social sciences in higher education

- Strict auditing and financial regulations in the context of higher education where relative financial independence is required for spending and lack of understanding in implementing financial regulations on humanities-related co-curricular activities.
- Expansion of market-oriented subjects in higher education that divert the interests and attention of potential students and academics
- Being complacent about the challenges to the subjects in the cluster.
- Insufficient, non-attractive and non-competitive salaries and other benefits to the staff.

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/ITRC	IT center 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	Felicitations 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 in the Cluster

No.	Code No.	Title of Evidence Document
1.1	ACL/DPMT	Department Meeting Minutes
2.1	ACL/AP	Action Plan of the Department
3.1	ACL/AR	Annual Reports of the Department
4.1	ACL/INV	Inventory of the Department
5.1	ACL/EV	Evaluations Forms (Staff, Students, Field and Lab)
6.1	ACL/MOU	MOU Documents
7.1	ACL/AWARDS	Awards
8.1	ACL/FLD	Field Work /Internship
9.1	ACL/CADRE	Department Cadres
10.1	ACL/CV	CV Files
11.1	ACL/STD	Staff Developments
12.1	ACL/RESEARCH	Research
13.1	ACL/SDC	Staff Development Centre
14.1	ACL/LIB	Library of Department
15.1	ACL/CRLUM	Curriculum
16.1	ACL/C1	C1 Forms
17.1	ACL/COURSE/SPE C	Course Specification
18.1	ACL/GD/DB	Graduate/Database
19.1	ACL/PT	Presentations
20.1	ACL/STAFF	Staff
21.1	ACL/NOTICES	Department Notices
22.1	ACL/FACILITIES	Facilities of the Department
23.1	ACL/DST	Dissertations
24.1	ACL/PBLC	Publications
25.1	ACL/STRQ	Student Requests
26.1	ACL/SER2017	Self-Evaluation Report 2017
27.1	ACL/WSP	Workshops
28.1	ACL/LIB	Library
29.1	ACL/EXAM	Exam
30.1	ACL/SMR	Seminar
31.1	ACL/SOA	Society of Archaeology
32.1	ACL/SCHL	Scholarship File
33.1	ACL/TCMT	Teaching materials
34.1	ACL/LBMC	Plans & Proposals
35.1	ACL/OTD	Other Documents
36.1	FNA/ AFCP	AFCP Grant documents
37.1	FNA /APFT	Approval Procedure of Field trip
38.1	FNA /ASSI	Assignments – Presentations/ Practical Productions
39.1	FNA /ADORG	Award Documents of Research Grants (Awards / Prizes received)

40.1	FNA /C1	C1 Forms
41.1	FNA /CDR	Cadre Document-1, Cadre review-2, CV files-3,
42.1	FNA /EXCA	Co/extra-curricular activities, Exhibitions, Shows, Conferences
43.1	FNA /CPE	Collaborative Practical experiences
44.1	FNA /CES	Course evaluation sheets
45.1	FNA /CPP	Creative productions and Performances.
46.1	FNA /DAP	Department Action plan
47.1	FNA /DCS	Department communiqué to staff
48.1	FNA /DMM	Department Meeting Minutes
49.1	FNA /DWP	Department Web page
50.1	FNA /DFP	Departmental Flyers on Programmes
51.1	FNA /DIF	Departmental Inventory Files of (ICT)
52.1	FNA /DLBMC	Departmental Plans & Proposals
53.1	FNA /DTT	Departmental Time Tables/Student Attendance Sheets
54.1	FNA /DIS	Dissertation Proposal presentations/ Reports, Supervision
55.1	FNA /ECF	Equipment claiming forms
56.1	FNA /EXAM	EXAM- Paper Settings/ Moderation/ Mark sheets/ TOR CE1 Forms, External Examiners Reports
57.1	FNA /FW/R/ I	Field works / Research/ Internship.
58.1	FNA /FAS/CS/GP/ILO	Fine Arts Syllabi/ Course Specification/ Graduate profile/ Prospectus / ILOs
59.1	FNA /IRD	Inquiry related document
60.1	FNA /ID	Internship Documents
61.1	FNA /IVL	Inventory lists
62.1	FNA /ITRF	IT laboratory reservation forms
63.1	FNA /LSOF	Letters to security office
64.1	FNA /LIB	Library/ Library Web
65.1	FNA /MCA	Multicultural Activities
66.1	FNA /MOU	MOUs
67.1	FNA /R&D	R&D and Internal/ Outreach Activities
68.1	FNA /RSD	Recommendation samples Documents
69.1	FNA /SDC	SDC certificates
70.1	FNA /SNRU	SNRU- Policy. Request made to SAR
71.1	FNA /SDL	Staff Duty Lists (Academic, Non Academic)
72.1	FNA /SFB	Stakeholder's feedback forms
73.1	FNA /SES	Student employability Survey , Evidence of tracer studies
74.1	FNA /SFBS	Student feedback Sheets
75.1	FNA /SP,CW& AWD	Student Publications, Productions & Creative Works and Awards
76.1	FNA /SR	Student Requests, Recommendation Letters
77.1	FNA /SSS	Student Satisfaction Survey
78.1	FNA /SRD	Syllabus Revision Documents (Proposed New course Structure)
79.1	FNA /TEF	Teacher Evaluation Forms

80.1	FNA /TM/RF	Teaching Materials/ Research findings
81.1	FNA /TM/E	Teaching methods and Equipment
82.1	FNA /WS/FV	Workshops/ Field visits
83.1	FNA/OTD	Other Documents
84.1	PHY/C1	C1 forms
85.1	PHY/TTD	Academic time table (Department)
86.1	PHY/TP	Teaching panel list for each semester
87.1	PHY/IT	Inventory of Departmental IT Lab
88.1	PHY/DRS	Duty list and responsibility of Staff
89.1	PHY/AL	Appointment letters of the staff
90.1	PHY/SE	Staff evaluation forms
91.1	PHY/SFF	Student feedback forms
92.1	PHY/DMM	Minutes of the Department meetings
93.1	PHY/ECO-AC	Extra and co-curricular activities
94.1	PHY/DC	Departmental communique
95.1	PHY/CV	CV files (Staff)
96.1	PHY/MOU	MOU
97.1	PHY/SDP	Staff development programmes
98.1	PHY/DLC	Library catalogue
99.1	PHY/JPNA	Job profile (Non Academics)
100.1	PHY/FND	Foundation courses
101.1	PHY/SRF	Student request forms
102.1	PHY/LAS	ICT Lab (Attendant sheets)
103.1	PHY/CS	Course Specification
104.1	PHY/PUB	Publications
105.1	PHY/D	Dissertations
106.1	PHY/TM	Teaching materials
107.1	PHY/CE	Course Evaluation
108.1	PHY/DC	Cadres
109.1	PHY/DL	Department Library
110.1	PHY/GD	Graduate Database
111.1	PHY/AW	Awards and Scholarships
112.1	PHY/CURRI	Philosophy curriculum
113.1	PHY/AP	Action plan
114.1	PHY/FLT	Departmental Field trips
115.1	PHY/RESEARCH	Department Researches
116.1	PHY/EX	Exam
117.1	PHY/WEB	Departmental Web
118.1	PHY/PHSOC	Philosophy Society
119.1	PHY/DNOT	Departmental Notices
120.1	PHY/OTD	Other Documents
121.1	SLS/DMM	Department Meetings Minutes
122.1	SLS/DAP	Department Action Plan
123.1	SLS/SS	Sinhala Society

124.1	SLS/DTT	Department Time Table
125.1	SLS/UP	Undergraduate Prospectus
126.1	SLS/PFS	Personal Files of Students
127.1	SLS/DI	Department Inventories
128.1	SLS/PFAS	Personal Files of Academic Staff
129.1	SLS/TEF	Teacher Evaluation Forms
130.1	SLS/SFF	Student Feedback Forms
131.1	SLS/FAUC	Faculty Annual Undergraduate Congress
132.1	SLS/CEF	Course Evaluation Forms
133.1	SLS/SHS	Stake Holders Surveys
134.1	SLS/CI	C1 Forms
135.1	SLS/RGD	Research Grant Documents
136.1	SLS/DR	Dissertation Reports
137.1	SLS/CA	Cultural Activities
138.1	SLS/FT	Field Trips
139.1	SLS/CD	Cadre Documents
140.1	SLS/CVAS	CV of Academic Staff
141.1	SLS/SDD	Staff Development Documents
142.1	SLS/SR	Students' Requests
143.1	SLS/SDC	Staff Development Course
144.1	SLS/LBMC	Departmental Land Buildings and Maintains Committee
145.1	SLS/DLI	Departmental Library Inventory
146.1	SLS/DCS	Departmental Course Syllabi
147.1	SLS/ITLR	IT Lab Reservation
148.1	SLS/PIR	Practical and Internship Reports
149.1	SLS/WS	Work Shops
150.1	SLS/SER	Self-Evaluation Reports
151.1	SLS/PP	Practical Productions
152.1	SLS/ECA	Extra-Curricular Activities
153.1	SLS/CPCM	Curriculum Planning Committee Minutes
154.1	SLS/HDC	Higher Degree Committee
155.1	SLS/CS	Course Specification
156.1	SLS/CMAX	Curriculum Metrics
157.1	SLS/GER	Graduate Employment Rate
158.1	SLS/GPR	Graduate Profile
159.1	SLS/TM	Teaching Materials
160.1	SLS/PRE	Presentations
161.1	SLS/ATT	Attendance
162.1	SLS/EX	Exam
163.1	SLS/FLY	Albums
164.1	SLS/ALB	Flyers
165.1	SLS/AWD	Award/Prizes
166.1	ENG/DMM	Department Meeting Minutes & Notes to File
167.1	ENG/DCS	Department Communications to Staff
168.1	ENG/C1	C1 forms and Course Descriptions
169.1	ENG/SDL	Time Tables and Other Duties Assigned
170.1	ENG/CDR	Cadre Document, Cadre Review, Academic Staff CVs
171.1	ENG/FND	Foundation Courses
172.1	ENG/DIS	Dissertation Proposals, Presentations, Reports, and supervision records

173.1	ENG/S/CS/P	Department Syllabi, Course Specifications and Prospectus
174.1	ENG/LIB	Library
175.1	ENG/SFQD	Stakeholder Feedback Questionnaire Data
176.1	ENG/SNS	Working with Special Needs Students (with CU & SNRU)
177.1	ENG/CED	Course Evaluation Documentation (student evaluations)
178.1	ENG/CPP	Creative Productions and Performances
179.1	ENG/LAP	Literary Activities and Publications
180.1	ENG/LML	Ludowyk Memorial Lecture Series and Monograph publication
181.1	ENG/FVD	Field Visit Documentation
182.1	ENG/CRD	Curriculum Revision Documents
183.1	ENG/TM	Teaching Materials
184.1	ENG/SR	Student Requests, Recommendation Letters
185.1	ENG/OGEA	Outreach & General Education Activities
186.1	ENG/SECA	Societies and Extra-curricular Activities
187.1	ENG/SDC	SDC certificates and correspondence
188.1	ENG/VS	Visiting Scholars
189.1	ENG/SPF	Staff Personal Files
190.1	ENG/SSR	Student Scholarship Records (Fulbright etc), student awards and accomplishments
191.1	ENG/WSL	Workshops, Seminars, Special Lectures
192.1	ENG/ELTU	Assistance to ELTU staff and programmes
193.1	ENG/ID	Interview Documentation
194.1	ENG/EXAM	Exam Papers, Assignments, moderation records, Course Result Sheets
195.1	ENG/E	Equipment
196.1	ENG/IVL	Inventory lists
197.1	ENG/EEC	English Extension Course documentation
198.1	T-SAL	Staff Appointment Letters
199.1	T/CDA	Curriculum Development Activities doc.
200.1	T/S/ASSIG	Students Assignments
201.1	T/FAUC	Faculty Annual Undergraduate Congress doc.
202.1	T/DCP	Department Collaborative Programmes
203.1	T/SCP	Student Councilors and Proctors
204.1	T/STT	Staff Time table
205.1	T/DCA	Department Cultural Activities/Events
206.1	T/FT	Field Trip doc.
207.1	T/SPF	Staff Personal files
208.1	T/SRD	Staff Research and Development Reports
209.1	T/PGAD	Post graduate Admission documents
210.1	T/SDC	Staff Development Centre documents
211.1	T/TPW	Training Program and Workshops
212.1	T/DL	Department Library
213.1	T/FND	FND Courses by Tamil Department
214.1	T/DG	Department Gatherings/ Welcome and Going-down
215.1	T/DC	Department Curriculum

216.1	T/GP	Graduate profile
217.1	T/EEC	External Expert Communications/ Reports
218.1	T/SRF	Students Request file
219.1	T/SD	Students Dissertation (Sample)
220.1	T/GR	Graduation Rates
221.1	T/ER	Employment Rates
222.1	T/SS	Students Scholarships
223.1	T/PGP	Post graduate profile
224.1	T-C1	C1
225.1	T/NCS	New Curriculum/ Syllabus documents
226.1	T/LP	Lesson Plan
227.1	T/S/ATTE	Students Attendance sheets
228.1	T/CIF	Curriculum Implementation file
229.1	T/IAV	Inventory of Audio Visual Room
230.1	T/CM	Course Modules
231.1	T/CP	Corporate Plan for 2017-2021
232.1	T/NB	Notice Board
233.1	T/TM	Teaching Materials/ Teaching Methods
234.1	T/GA	Group Activities
235.1	T/SP	Students presentations
236.1	T-SEM	Seminar - Monthly Seminar Series
237.1	T/SGP	Sangap Palakai Notice board
238.1	T/LA	Lecture Allocation
239.1	T/SARA	Self-assessment report of Academics
240.1	T/SBX	Suggestions Box
241.1	T/MRL	Material request letter
242.1	T- TDC	Tute Discussion Class documents
243.1	T/SES	Seminar - Seasonal Seminar Series
244.1	T/CGU	CGU documents
245.1	T-DIP	Department Internship Program
246.1	T/MS	Marks sheet
247.1	T-EXSM	Exams Second Marking
248.1	T/ST	Sample transcripts
249.1	T/SR	Sample Result sheet
250.1	T-SEA	Seminar - Annual National/ International Seminar/ Conference
251.1	T/RP	Research Project doc.
252.1	T/PS	Promotion scheme
253.1	T/SECA	Students Extra Curricular Activities
254.1	T-EXM	Exams Moderations