SELF EVALUATION REPORT

Bachelor of Arts (General) Degree

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, French is also available as a subject for the Bachelor of Arts (General) Degree Programme. The Faculty of Arts offers 21 special degree programmes and a general degree programme. This SER is on the Bachelor of Arts (General) degree programme. The degree is offered in Sinhala, Tamil and English mediums.

Administrative Structure of the Faculty

The organizational structure of the Faculty of Arts is given in the Organogram (See Appendix 1). 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. Study programmes are coordinated at the Departmental level. One of the key observations is that there is no Department established to coordinate the Bachelor of Arts (General) degree so that there is a serious coordination failure at present.

1.2. Graduate Profile of the Bachelor of Arts (General) Degree

The Curriculum of the Bachelor of Arts (General) degree that has been in place for a long time had not been planned and designed considering a standard graduate profile and intended learning outcomes for the degree. The Bachelor of Arts (General) degree graduates are expected to:

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

1.3. Intended Learning Outcomes of the Bachelor of Arts (General) Degree Programme

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

1.4. Number of Departments Contributing to the Study Programme

The following Departments of the Faculty offer courses for the Bachelor of Arts (General) 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 (General) degree tends to significantly vary. Following Department of Study and Units contribute to the Bachelor of Arts (General) degree programme.

Table 1: Departments Contributing to Bachelor of Arts (General)

1	Department of Arabic & Islamic Civilization
2	Department of Archaeology
3	Department of Classical Languages
4	Department of Economics & Statistics
5	Department of English
6	Department of Fine Arts
7	Department of Geography
8	Department of History
9	Department of Pali& Buddhist Studies
10	Department of Philosophy
11	Department of Political Science
12	Department of Psychology
13	Department of Sinhala
14	Department of Sociology
15	Department of Tamil
16	Department of Education
17	English Language Teaching Unit

Since so many Departments are involved with the BA (General) degree, issues regarding student academic guidance and counselling, coordinating field based learning and focused common activities have become a challenging task resulting in students facing with difficulties, and dissatisfaction. Taking into consideration of these issues the Faculty has established a standing committee with a Faculty level coordinator to undertake academic counselling and administrative issues with the students.

The Faculty has established a Coordinating Committee for the degree with Rev. Dr. Madurawala Soratha serving as the Faculty Coordinator. In the long term, the Faculty has taken measures to revamp the BA (General) degree focusing more on skills oriented courses for enhancing employability. We have also taken measures to develop a proposal to establish a separate Department of Study for the BA (General) degree programme.

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

Number of students following the Bachelor of Arts (General) degree for the last five years is given in Table 2 of Appendix 3 and number of students registered for each subject for 2015/2016 academic year for General Degree programme is given in Table 3.

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

Total number of staff in the Faculty of Arts who are contributing to the BA General degree is given in Table 4 of Appendix 3. The number of non academic staff is given in table 5. Table 6 provides information on the profile of the academic staff of the Faculty of Arts with qualifications and designations.

1.6. Learning Resources System

The Library offers students 2, 3, and 4 tickets to borrow books from first year to fourth year. Facilities available in the Main Library which is dedicated to the Faculty of Arts are: borrowing facilities for Arts Faculty Students (Books), inter Library Loan facilities, photocopying services, digital Library Facilities, Reading room facilities, Reference Desk, Online catalogue system, Resources and printed Journals

ELTU and its courses for the Faculty

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

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

Course code	Category
ESL 101	Elementary Level
ESL 102	Elementary Level
ESL 103	Intermediate Level
ESL 104	Intermediate Level
ESL 105	Upper Intermediate Level
ESL 106	Upper Intermediate Level
ESL 107	Advanced Level
ESL 108	Advanced Level
ESL 201	Intermediate Level
ESL 202	Intermediate Level
ESL 203	Upper Intermediate Level
ESL 204	Upper Intermediate Level
ESL 205	Advanced Level
ESL 206	Advanced Level
EAP 301	All Sinhala/Tamil Medium Students
EAP 302	All Sinhala/Tamil Medium Students
EAP 303	English Medium Students
EAP 304	English Medium Students
EAP 305	Students specializing English
EAP 306	Students specializing English

Computer Facilities

- Faculty Computer Laboratories equipped with 138 computers with Internet Access
- Departments Computer Facilities(Economics, Geography , Sociology, Fine Arts
- 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
  - o Academic – exams, transfers, appealing
  - o University Procedures – Student Complaints, Bullying and Harassment, Student Discipline, Mitigating circumstances and Plagiarism
  - o 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 Carrier 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, Carrier 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 yearlong 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 Faculty has identified the Strengths, Weaknesses, Opportunities and Threats of the Bachelor of Arts (General) degree through various discussions and meetings. Consequently, we have initiated a major curriculum revision for the Bachelor of Arts (General) degree to consider and address the results of the SWOT analysis in a major curriculum revision and development. The SWOT analysis is given in Appendix 4.

SECTION 2

PROCESS OF PREPARING THE SER

Following writing team was appointed at the meeting of the Faculty Internal Quality Assurance Cell, specific tasks were assigned to each writer:

Dr. Subashini Wijesundera

Dr. Samanmala Dorabawila

Dr. Mahlon Rambukange

Mr. Ashwin Wickremasooriya

Dr. Anuruddha Kankanamge

A number of working teams were arranged to complete the SER:

- Faculty level SER writing team for the Bachelor of Arts (General) degree was appointed at a FQAC meeting.
- The Heads were assigned to prepare documentary evidence available at the Departmental level
- SAR, AR and SAB were assigned to use the staff of the Dean's office to prepare the documentary evidence files.
- Members of the FQAC were appointed to coordinate the preparation of documents
- Data collection process has been coordinated by the Chairman of the Faculty Quality Assurance Cell.

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 on3/3/2017
- 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
- A special Faculty Board meeting to approve the SERs was held.

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

Please refer to Appendix 5 for List of Evidence Documents.

Criterion 1- programme management

No.	Claim of Compliance with Standard	Documentary Evidence to Support the Claim	Code Number
1.1	The programme is consistent with the Universities Act, and the Bylaws. There is no Department of Study to coordinate, assist and supervise General degree students.	By-laws; ToRs of Standing Committees; Faculty Board Minutes	20.B/BL 191. T/TOR 69.F/FBM
1.2	Faculty Strategic/Corporate plan (2017-2021) complies with the university plan. The Faculty Arts Education (ARTSED) unit implemented activities to prepare the faculty for new trends in education.	University Corporate plan (2017-2021); ARTSED documents	197. U/COP 17. A/ART
1.3	Management procedures are governed by the Universities Acts, university establishment code or if necessary government establishment code and government ARs/FRs and procedures.	Universities Act; by-laws; establishment code; Annual Audit Report	196. U/UA 20. B/BL 65. E/CODE 10. A/AUD
1.4	Faculty coordinating Committee of the General Degree (CGD) is formed to assist the General Degree students to complete their degree. Students Welfare Centre (SWC) and CGD helps students to make academic/career decisions and adjust to the university environment. Student representation at FB	CGD meetings minutes; Follow-up action taken from committee/Student Satisfaction Survey results	24. C/CGD 91. F/SATIS
1.5	Faculty adopts the annual academic calendar given in the Faculty Hand Book (FHB), and the Faculty website.	Approved academic calendar of each year and convocation dates; Faculty website; Records of entry and graduation dates of batches of students over the past 5 years.	14. A/CAL 75. F/WEB 156. R//EXIT

1.6	All new students receive a copy of the FHB at the orientation program. The handbook includes general information on the history and current status of the Faculty.	Handbook; Student Disciplinary by-laws;	93. H/HAND 183. S/DISC
1.7	The FHB has detailed information about each Departmental Study Programme, courses offered, assessment and grading procedures, graduating requirements etc.	Study Programme Curriculum and Syllabi of courses; Examination by-laws; List of courses offered in the General Degree program; C1-forms.	188. S/CURR 60. E/BL 113. L/COUR 22. C/C1
1.8	The Faculty website is up to date with current information.	Faculty website	75. F/WEB
1.9	There is a faculty orientation program for all new students to facilitate transition from 'school' to 'university' environment.	Orientation program; Faculty website photo of the induction programme.	201. W/WEL 79. F/WEBR
1.10	All examination marks are entered by an authorized person. All files are stored in a password protected saver in the Faculty. Soft and hard-copies of the examination marks are maintained by the Dean's office.	Faculty website links; Soft and hard-copies of the examination marks; Authorization letter from Dean.	77. F/REGI 177. S/MARK 19. A/AUT
1.11	MIS is for the student registration, assessment and reporting purposes only.	Faculty website link for examination and registration; E-learning link Online result sheets and web-generated student transcripts	77. F/REGI 47. E/E-L 145. O/EOR

1.12	Printed copies provided to students of the Code of conduct, By-laws, Prohibition of ragging and other form of violence in Educational Institutions Act and University student charter. Orientation program has a session on all the above by-laws. Violations are monitored and inquiries are held.	Orientation program; Records of inquiries	146. O/OR 157. R/INQ
1.13	Work allocation for academics is done by departments at staff meetings. Duty lists issued for non academic staff. University Code of Conduct document submitted for Senate approval.	Departmental meeting minutes; Duty lists of non academic staff 2017; Examples of offences and the action taken.	37. D/DEPT 40. D/DUTY 63. E/EXOF
1.14	Head of the Department approves the salary increments based on the performance of each member. The induction program conducted by the SDC is compulsory for all staff members.	No. of members promoted to senior grades within the past five years; Number of staff members that completed the induction programme of SDC/Training conducted by ARTSED	142. N/PRO 144. N/ST
1.15	Faculty IQAC was established and it functions according to the stipulated standards. Earlier these functions were performed by the ADPC and the ARTSED unit.	Establishment of IQAC; Copies of curricula and syllabi approved; List of activities, programs and workshops conducted by the ARTSED unit; ADPC minutes.	53. E/FQAC 27. C/CURR 110. L/ART 6. A/FADPC
1.16	Faculty IQAC functions as the Faculty Curriculum Development committee. The Faculty Board approved a revised curriculum as "Proposed Changes to B.A. General Degree Programme".	IQAC meeting minutes; 318th FB minutes.	100. I/FQAC 203. W/318

1.17	Faculty considers SLQF and SBS in curriculum development. ARTSED conducted workshops on OBE-SCL. Training of all academic members for the MOODLE LMS system by the IDAS. There is a need to appoint a technically qualified person to operate this system.	New curricula approved by the IQAC; Web for e-learning	139. N/FQAC 204. W/EWEB
1.18	Each Department approves a new program at its Departmental meeting, IQAC and then it is submitted to the Faculty board and the Senate for approval.	IQAC minutes	100. I/FQAC
1.19	Approved curriculum for the General Degree is implemented by each Department. HoDs monitor implementation/ perform course evaluations for each semester. A survey was administered to all General Degree students to get their feedback and suggestions to further improve the General Degree program.	Report of the Questionnaire for General Degree; Course evaluation reports	159. R/QUE 31. C/EV
1.20	The Faculty and University offer a number of overseas scholarship programmes in collaboration with foreign universities and institutions	MOUs signed; Lists of students who received overseas scholarships over the past five years	137. M/MOU 123. L/EX
1.21	Student counseling and welfare activities are facilitated through a Faculty student counselors' committee, student request committee, Students' affairs coordinator and a Student Welfare Centre.	Appointment letters of the committee members; Announcements of the meetings for the student counselors; Handbook	13. A/COM 9. A/FASC 82. F/REQ
1.22	First year orientation program and FHB provides information about healthcare services, cultural and aesthetic activities; recreational and sports facilities available in the Faculty and the University.	Orientation program; Handbook	146. O/OR 93. H/HAND

1.23	Main security office is located in close proximity to the Arts Faculty. Security points are established at vital locations/ on student request. Full time Security personal is available for the Departments of Fine Art and Law.Fire extinguishers are installed in identified locations.	Letters of request and appointment; Physical existence of the facilities; Photos of Fire extinguishers	106. L/APP 151. P/INVE 149. P/FIRE
1.24	Students are provided with information on the Examinations by-laws and the by-laws in the Universities Act and Prohibition of Ragging and Violence (UAPRV) rules and regulations. Strict adherence to these is solicited.	Examination by-laws	60. E/BL
1.25	FHB provides information about the special support and assistance for students with special needs (SSN). Resource Unit for Special Needs students (SNRU) functions with an Academic coordinator to support these students. There is a scholarship program for SSN in the faculty. The available infrastructure is not at all conducive to these students' requirements.	Handbook (p.56); Special needs documents on finance support.	93. H/HAND 206. W/FIC
1.26	A policy documents on UCC&SGBV for the University is pending the Senate's approval. Currently, the Faculty addresses each incidence through a disciplinary inquiry board.	Files with complaints in the Dean's office.	87. F/COMP
1.27	During the orientation program students are informed to adhere to university regulations pertaining to ragging. Student counselors play an important role during ragging period. Students who are involved in ragging or harassment are dealt according to the university regulations.	Handbook; Files of the ragging incidence along with their enforced punishments.	93. H/HAND 86. F/RAG

Criterion 2 : human and physical resources

Standards	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code Number
2.1	The Faculty has a highly competent staff: 26-Professors, 108-Senior lecturers and 40-lecturers (94-Ph.D., 64-at least- Masters qualifications).	Academic cadre review document; Faculty Annual Report	4. A/CA 12. A/AR
2.2	Faculty reviews cadre requirements based on national and international norms on an annual basis and take measures to fulfill additional needs.	Academic cadre review documents; Report on Recent recruitments/ number of PhDs completed.	4. A/CA 160. R/PHD
2.3	Faculty adheres to the relevant policy and practices of induction training of new staff. The curriculum of induction programme comply with the UGC specified requirements. ARTSED offered training on OBE-SCL and LMS for the academics.	List of participants of induction programmes; Faculty training workshops; SDC curriculum	119. L/IND 17. A/ART 174. S/SDC
2.4	Faculty has promoted and found local and international placements for Ph.D.s' and Masters degrees through collaborative programs with other institutions. Faculty offers regular mandatory training programs for non-academic staff members.	Annual report; List of programs offered in the faculty and their attendance	12. A/AR 120. L/CO
2.5	Faculty and Departments ensure the availability of adequate and well maintained infrastructure facilities. Most of the deficits in teaching material and infrastructure facilities had been fulfilled by the HETC-IDAS and UDG grants.	Infrastructure Inventories; Faculty Website; Items received through HETC grants.	98. I/INFR 75. F/WEB 102. I/HETC
2.6	The new computer labs are used by the General Degree students to develop their ICT skills.	Usage of the computer labs by General Students.	198. U/COM

2.7	ARTSED conducted training programs for the OBE-SCL for academic staff members. All academic members given Moodle LMS training.	Moodle/LMS training program attendance.	207. W/LMS
2.8	During orientation, the library introduces the available facilities for the students. An online catalogue is available. Inter-library loan system is not available to obtain required materials from other libraries outside university.	Orientation program; Report of the library facilities; Link to the online catalogue.	146. O/OR 158.R/RES 108. L/LIB
2.9	Faculty has two computer labs with 138 computers. The Departments maintain separate labs with software that are specific for each Department.	Faculty ICT report; Microsoft training /HETC IDAS project attendance; First year compulsory course on ICT.	71. F/ICT 129. M/TR 89. F/ICT
2.10	Students follow ESL training offered by the ELTU from 1st year to 3rd year.	ESL Faculty timetable copy; ELTU activities	52. E/TT 48. E/ELTU
2.11	University CGU organizes workshops and programs on soft/life skills for students. Soft skills are embedded in the General degree curriculum.	CGD programme; List of courses that have soft skills embedded.	24. C/CGD 114. L/SOFT
2.12	Orientation program includes activities that promote multicultural interactions. HETC-UDG grant facilitated multicultural activities in the Faculty.	Orientation program schedule; Annual New Year celebration events; HETC grant report on multicultural activities.	146. O/OR 11. A/NY 94. H/HETC

Criterion 3: programme design and development

Standard	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	The Bachelor of Arts (General) curriculum was developed by CDC/ADPC	Minutes of Academic Development and Planning Committee (ADPC) of Faculty; ADPC Senate	06. A/FAPDC 208.W/ADPC
3.2	Employer feedback were incorporated in curriculum development process	Evidence of tracer studies for stake holder; Curriculum development committee minutes	57. E/TR 34. C/CDC
3.3	Feedback from employers/Experts of relevant institutions were consulted in designing the curriculum	Employer and stakeholders 'survey; External Experts /reviewer reports	49. E/SURV 64. E/EXP
3.4	The program has been designed to achieve the mission and goals of the University, needs of country, and to cater to global trends.	University Corporate/strategic plan; Faculty corporate plan; Needs survey and feedback;	197. U/COP 70. F/CORP 138. N/NEED
3.5	The curriculum has been designed to be in compliance with SLQF and SBS.	ADPC minutes (1/4); Department meeting minutes (1/12);	6.A/FADPC 37. D/DEPT
3.6	The general degree program clearly specifies mechanism for entry and exit pathways. However, the curriculum design has not formally considered ILOs, but will be considered in the new curriculum, which is being designed. The existing curriculum is in line with SLQF and SBS requirements.	ADPC minutes; Department meeting minutes	6. A/FADPC 37. D/DEPT
3.7	The graduate student profile has been created for the new curriculum.	Graduate profile	209.W/PROF

3.8	The ILOs for the new curriculum are achievable.	Graduate profile	209. W/PROF
3.9	Informal Employer feedbacks of Departments	Employer/ stakeholder feedback;	50. E/FEED
3.10	The faculty policy is designed to enhance soft skills of students needed to succeed in multiple disciplines: e.g., FND courses include Math, ICT, and Statistics course	Handbook; C1 form Fine Arts, HIS, ECON; Curriculum	93. H/HAND 22. C/C1 35. C/MAX
3.11	Faculty has a diversity of courses offered in three media to improve cultural & social harmony. Second language courses for non-native speakers will be introduced.	Handbook	93. H/HAND
3.12	The curriculum is designed to facilitate students to select their core courses and electives in advance.	Handbook(calendar events); Faculty/Department web sites;	93. H/HAND 80. F/WEBD
3.13	The curriculum is designed to facilitate progression, so that higher levels of leaning will be achieved and a wide range of skills developed in the subsequent years of the degree program.	Faculty Curriculum; C1 forms; Student feedback	35. C/MAX 22. C/C1 184. S/FEED
3.14	Our graduates have a high graduation rate, and a high employment rate. A significant fraction of graduates receive internship opportunities and fellowships for advanced degrees.	Enrolment and Graduation rates from AR	51. E/RATE
3.15	The requirements for awarding the general degree comply with SLQFand /or SBS specifications.	Handbook	93. H/HAND
3.16	The general degree programme approval process considers design principles, academic standards, availability of appropriate learning opportunities, contents and review arrangements.	Faculty ADPC. Senate minutes; UGC standing committee	6. A/FAPDC 1.A/SEN 195. U/STAN
3.17	The balance of the programme; award and titles; resources available to support the programme are documented and communicated to the all concerned in the program design.	Programme design committee minutes (Department minutes); Faculty Board minutes	152. P/DEPT 69. F/FBM

3.18	Faculty has identified appropriate ILOs for work based placement/ industrial training/ internships.	Training/placements letters; General Degree Coordinating Committee meeting Minutes	193. T/TERN 92. G/CC
3.19	Program incorporates components to develop interpersonal communication, self-directed learning, team work, and life-long learning	C1 form; Faculty Board minutes; Review Report of 2007	22. C/C1 69. F/FBM 168. R/REV
3.20	The Faculty has formed a monitoring committee (IQAC) to evaluate , review, and improve the program design and approval process	CDC meeting minutes of 2016	210. W/CDC
3.21	The program development and monitoring cycle helps to keep the program up to date.	Dept. CDC minutes; Faculty ADPC minutes; Faculty board minutes; Reviewer's reports	39. D/DEPT 69. F/FBM 169. R/REVE
3.22	Programme monitoring reviews are used to conduct ongoing design and development of the curriculum: e.g.,(1) Second language courses for non-native speakers: French Degree and B.Ed, IT courses for undergraduates	Faculty Board Minutes	69. F/FBM
3.23	Steps have been taken towards collecting information about graduate employment to improve the program	HoD Meeting minutes; Statistics Unit survey	95. H/HOD
3.24	Students with special needs are assisted through SNRU. Students also receive counseling and assistance from the AAUP & Student Welfare Committee	Minutes of SNRU; AAUP minutes & Student Welfare Committee	132. M/SNRU 3. A/SWC

Criterion 4:course/ module design and development

Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code Number of the Document
4.1	The curriculum development committee (CDC) includes both internal and external experts	Departmental CDC Minutes; Faculty ADPC minutes; IQAC minutes	39. D/DEDC 6. A/FADPC 100. I/FQAC
4.2	The new curriculum that is being designed will meet the program objectives and will contain up to date information on the fields of study	New Program docs	141. N/PROG
4.3	Courses have been designed in compliance with SLQF credit definition and SBS requirements	ADPC minutes / Faculty Board Meeting	6. A/FADPC 7. A/ADPC
4.4	Courses/modules are designed and developed according to University approved standard guidelines / formats	Templates of C1; Faculty Board; meeting minutes;	211. W/C1 69. F/FBM
4.5	The new curriculum design will formally consider ILOs. However, the existing courses are in line with SLQF and SBS requirements	New curriculum doc; C1 forms;	140. N/NEW 22. C/C1
4.6	Student centered teaching strategies are incorporated into the course design	Department meetings; Faculty Board Meeting	37. D/DEPT 69. F/FBM
4.7	The general degree courses clearly specify the ILOs, contents, and teaching and learning assessment strategies and learning resources, which are available to the students	Handbook; C1 forms	93. H/HAND 22. C/C1
4.8	The general degree courses specify the credit values, and their learning hours are broken into different types as mentioned in SLQF.	Handbook; C1 forms; Departmental time table	93. H/HAND 22. C/C1 38. D/TT
4.9	The general degree course Development integrates learning strategies such as self-directed and collaborative learning and skills such as interpersonal communication and team work.	ADPC Minutes; Course evaluation reports over 3 years.	7. A/ADPC 31. C/EV

4.10	Course design and development does not formally consider differently able students but possibly in future	Curriculum of General degree	35. C/MAX
4.11	Courses are scheduled and offered in a manner that enables students to complete them within the intended time period	Handbook; Faculty Semester time table; Mid-semester/quiz attendance sheets	93. H/HAND 84. F/SEM 130. M/MID
4.12	The general degree courses have adequate breadth, depth and rigor. They can be completed within the allocated time.	C1 form; Course evaluation reports; Course unit Dropout rate.	22. C/C1 31. C/EV 32. C/DROP
4.13	Course design development and delivery incorporates appropriate media and technology	Physical and documentary evidence of use of ICT during design, development; C1 form; Field visit report of General students)	150. P/USE 22. C/C1 85. F/FIELD
4.14	Staff engaged in instructional design and course development are sufficiently trained and they undergo periodic training	Training schedules of Staff development center; HETC/IDAS; ARTSED	192. T/SDCS 94. H/HETC 17. A/ART
4.15	The faculty of Arts has trained staff but limited financial resources for course design, monitoring and review process	Staff academic qualifications; HETC/IDAS; Evidence of Faculty using its generated funds; Letters for request for finances	179.S/QUAL 94.H/HETC 55.E/FUND
4.16	Course approval procedures take careful consideration of design principles, academic standards, and appropriateness of the learning opportunities available, monitoring and review arrangements and content of the course specification.	Faculty ADPC minutes and guidelines for course approval	6. A/FADPC 212. W/DUI
4.17	Staff members are made aware of the course proposal assessment criteria.	Evidence of circulations (Head / Dean's letters); Faculty Board Meeting minutes	54. E/FQAD 69. F/FBM

4.18	The Faculty IQAC adopts internal monitoring strategies to evaluate, review, and improve the course design and development, and course approval processes.	Evidence of internal QA policies and plans and mechanisms communicated to all staff; Faculty Board Meeting minutes	56. E/POL 69. F/FBM
4.19	Courses are evaluated at the end of each course with regard to its content, appropriateness and effectiveness of teaching, achievement of learning outcomes and feedback used for further improvement of the course.	Dept. meeting minutes; Faculty Board Meeting minutes on endangered subjects	37. D/DEPT 213. W/EN

Criterion 5: teaching and learning

Standard	Claim of the degree of internalization of Best practices and level of achievement of standards	Documentary Evidence to support the claim	Code No.
5.1	Teaching and learning strategies comply with the University and faculty vision and mission, course specifications, syllabi and C1 forms.	University Corporate plan (2017-2021) Faculty corporate plan (2017-2021); C1 forms of General degree courses.	197. U/COP 70. F/CORP 22. C/C1
5.2	Course specifications are provided through FHB and C1 forms. Copies of timetables are displayed on notice boards/ faculty website.	C1 forms; Faculty Academic calendar, Master timetable; Student feedback on Course evaluation	22. C/C1 66. F/CAL 127. M/MTT 184. S/FEED
5.3	Course syllabi are prepared using the formats specified by the Senate. Student feedback indicate that the course contents, teaching learning strategies and assessments are aligned with each other.	C1 forms of General degree courses; Student feedback; Peer review reports	22. C/C1 184. S/FEED 147. P/PEER
5.4	SNRU functions with an Academic coordinator. Students are allowed to record the lectures, participate in group discussions and activities, provided with handouts. Individual lecturers also use measures to facilitate learning of Differently Able (DA) students.	List of facilities available at SNRU	115. L/SNRU
5.5	Some departments (eg. Economics) use Moodle system for teaching learning. ARTSED had conducted workshops on using digital resources for teaching and learning; Moodle system.	Student feedback; Course evaluations; Details of Training workshops conducted by ARTSED.	184. S/FEED 31. C/EV 42. D/MOD 17. A/ART
5.6	Many of the lecturers are research active. They integrate their and others work into teaching and learning.	Research committee minutes; Annual reports of the faculty	166. R/FRC 12. A/AR

5.7	ARTSED had conducted training programmes on SCL. Group discussions, individual, and group activities, group presentations, classroom discussions and multimedia facilities are used in most of the courses. Dissertation is not integrated into the General Arts degree programme.	Student feedback; Course Evaluations; List of workshops conducted by ARTSED; Sample of students' work	184. S/FEED 31. C/EV 42. D/MOD 173. S/WORK
5.8	Students get opportunities to display their creative abilities in the written assignments, oral presentations and classroom activities.	Sample of assignments of students; Student feedback;	171. S/ASSIG 184. S/FEED
5.9	Group activities and opportunities for collaborative learning are provided in many courses.	Photographs of students engaged in classroom activities in different courses; Sample of students' work	148. P/SCL 173. S/WORK
5.10	General degree does not include a research component and the opportunities for students to engage in research activities depend on the teaching learning activities used by individual lecturers.	SSS results; C1 forms of courses that incorporate class projects	186. S/SATIS 22. C/C1
5.11	A policy on gender equity has been tabled at the Senate for approval. Gender violence issues are resolved through formal inquiry procedures.	Draft Policy on gender equity; Student feedback.	45. D/SGBV 184. S/FEED
5.12	Departments use the record of lectures conducted on a daily basis and course evaluation forms to monitor the implementation of teaching and learning.	Course evaluation forms/reports; Sample of records of lectures conducted	31. C/EV 172. S/LEC
5.13	Multimedia facilities are available in most of the departments and the lecturers use MMF in teaching. A few programmes use LMS.	Arte-facts produced by teachers and students during teaching learning; LMS activity reports.	15. A/LMS 214. W/LMSA
5.14	Lecturers use both teacher centered and student-centered Methods of teaching.	Student feedback; Samples of students' work	184. S/FEED 173. S/WORK

5.15	Lecturers use assignments, individual and group activities/presentations in which the students have to access different sources of information such as other academics, lay people, professionals, outside organizations, internet and library resources etc. for active and deep learning.	IT centre records; ICT lab utilization records; Career Guidance Unit; Library reader service studies; Sample of assignments	101. I/ITRE 96. I/LAB 107. L/READ 171. S/ASSIG
5.16	Departments use course evaluation forms to obtain students' feedback. The scores are aggregated at the course level and individual lecturers are provided with their total score and rank in relation to the rest of the staff. (eg: Economics)	Course evaluation reports; Student feedback; Student satisfaction reports;	31. C/EV 184. S/FEED 186. S/SATIS
5.17	Students' performance data are analyzed at the programme level.	Student performance statistics and reports; Staff meeting minutes	185. S/PERF 180. S/NON
5.18	Teachers are generally satisfied about the process of work allocation and the workload assigned to them.	Lecture allocation charts at the department level	104. L/ALLO
5.19	Formal teacher appraisal system is to be established after developing necessary structures at department level and providing necessary training for appraisers and appraisees.	Staff appraisal	215. W/ASPP 216. W/NAPP

Criterion 6 : learning environment, student support and progression

Standards	Claim of the degree of internalization of Best practices and level of achievement of standards	Documentary Evidence to support the claim	Code no.
6.1	The University has a Students services and registration division which assigns hostel facilities, and coordinates the payment of Mahapola and other bursaries. Student Affairs coordinator and a team of Senior student counselors and voluntary counselors provide both academic and other guidance and support to the needy students. Student welfare Centre (SWC) provides opportunities for students and staff to interact with each other.	Faculty Administrative structure; Job descriptions of relevant staff; Students feedback; Handbook; Programme of SWC (Sisu Guru Piyasa)	217. W/ORG 103. J/JOBS 184. S/FEED 93. H/HAND 153. P/SWC
6.2	ELTU conducts ESL courses and promotes ELL. ELTU also provides translation service to students who require such services. CGU provides guidance on improving presentation skills and soft skills. Compulsory ICT course enables students to use ICT facilities to complete assignments etc.	Handbook(p.40); Lists of students provided with translation services by the ELTU;	93. H/HAND 125. L/ELTU
6.3	The Faculty conducts an orientation programme for new entrants. Students learn about study programmes offered by individual departments, rules and regulations, assessment system, facilities and support services available etc., during orientation. SDC and ARTSED conducted staff development programmes, workshops in relation to SCL, OBE and technology based learning.	Orientation programme; Programmes conducted by the SDC; Workshops conducted by the ARTSED	146. O/OR 154. P/SDC 17. A/ART
6.4	Copies of Students disciplinary bylaws are distributed among the students. Students are required to be familiar with the contents of the University student charter.	Translated copies of Student Disciplinary Bylaws; Student feedback;	183. S/DISC 184. S/FEED 186.S/SATIS

6.5	The Faculty makes the students aware of the facilities/support services available during orientation and through FHB. Lecturers use teaching, learning and assessment practices that facilitate self directed learning. SWC conducts prevention programmes/workshops on psycho social problems and soft skill. CGU also conducts workshops on career management, soft skills. CGU provides psychological counseling.	Orientation programme for students; Handbook; Samples of students' work, reports, PPts, assignments and posters etc; Workshops conducted by SWC and CGU	146. S/OR 93. H/HAND 173.S/WORK 202. W/SWC
6.6	Regular monitoring meetings are conducted by the Dean to ascertain whether the planned activities are implemented by the CGU, ELTU, SWC, Student Affairs coordinator, SNRU, Main library and IT Centre.	Heads meeting minutes; Student satisfaction	95. H/HOD 186. S/SATIS
6.7	The Faculty provided all academics training on MOODLE LMS. Students acquire ICT skills by following compulsory ICT course in the first year. Microsoft training workshop was conducted under HETC-IDAS project. Students also receive training in using library resources during the orientation.	Reports on Workshops on MOODLE /Use of Digital resources for teaching and Learning (IDAS); Orientation programme timetable; Faculty Website for e-learning	207. W/LMS 146. O/OR 76. F/LEAR
6.8	General degree is not a professional programme. Students are provided training in the use of Specialized learning resources. Eg: Geography,	Student Satisfaction reports.	186. S/SATIS
6.9	SNRU functions with an Academic coordinator. Further support and infrastructure facilities are necessary to improve and support DA students.	Handbook; List of facilities available at the SNRU; Student Feedback	93. H/HAND 115. L/SNRU 184. S/FEED
6.10	The main library provides electronic catalogue and an online data base, and a repository of theses. Access to digital resources in Humanities and social sciences and the use of these facilities by Sinhala and Tamil medium General Arts students are limited.	Links to online data bases; Usage reports of library journals	109. L/DATA 107. L/READ

6.11	Students use library resources to complete written assignments in the continuous assessments.	User studies conducted by the library; Minutes of library committee meetings; Sample of Assignments written by students	199. U/USER 131. M/LIB 173.S/WORK
6.12	The Faculty maintains an online registration system and a database for examination results and grades. Students access their academic record for self monitoring. A practice of giving systematic feedback on individual performance is lacking	Faculty website and relevant links	77. F/REGI
6.13	Societies and Arts Student Union conduct many activities to promote social interaction between students and the faculty. Farewell parties are organized by other students for final year students.	Faculty website on student activities; Activity schedules of ASU.	78. F/ACTS 5. A/ASU
6.14	To promote academic interaction some departments such as Sociology, Economics, Philosophy and Psychology and Pali and Buddhist studies conduct seminars for which they encourage General Degree students to participate.	Flyers/Invitations for seminars; Student feedback	90. F/SEMI
6.15	Co-curricular activities are conducted by the ASU, Arts Council, Faculty and the University.	Handbook; Arts Council Activities Handbook: 319.22; List of Co-curricular activities conducted by ASU; List of Co-curricular activities conducted by the academic departments/Faculty;	93. H/HAND 16. A/319 111. L/CO 112. L/DCO
6.16	CGU and Student Welfare Center conducts workshops on soft skills, career management skills, and personality development	Welfare Center/Annual Work done report; List of participants in CGU activities; Student feedback.	218.W/SWCC 118. L/CGU 184. S/FEED

6.17	Internships and Work based placement programmes are to be introduced to the General Degree programme	Minutes of the Career Guidance Committee	134. M/CGC
6.18	A policy document on Sexual harassment and Gender Based Violence (SGBV) and a code of conduct(CoC) for academic staff have been tabled at the Senate for approval. Complaints are inquired by a disciplinary board appointed by the Vice Chancellor.	List of recorded cases; Inquiry reports (Confidential); Draft SGBV policy and Code of Conduct	121. L/CASE 99. I/INQ 45. D/SGBV
6.20	A counseling service to facilitate student progression needs to be established. General degree students also participate in the student exchange programmes of the faculty.	Handbook; List of students participated in exchange/received scholarships;	93. H/HAND 123. L/EX
6.21	Students Admissions Requests Committee (SARC) of the faculty examines Students' requests for extensions etc. and makes recommendations for the approval of the Faculty board.	Faculty Student Admission and Request Committee meeting minutes	219. W/SRC
6.22	The faculty regularly monitors completion rates and Graduation rates. A Tracer study is being implemented. Scholarships are awarded on the recommendations of faculty Scholarship committee.	Results of Tracer studies; Number of Scholarships awarded and list of Awardees.	167. R/TRA 143.N/AWA
6.23	Faculty promptly deals with students' grievances and complaints and deliver timely responses	Disciplinary by-laws for Students; Minutes of Board of Discipline; Complaints received and action taken.	43. D/DISC 133.M/DISC 26. S/COMP
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

Criteria 07: student assessment and awards

Standards	Claim of the degree of internalization of Best practices and level of achievement of standards	Documentary Evidence to Support the Claim	Code Number of the Document
7.1	Varied assessment strategies are used in continuous assessment process.	C1 form; Handbook (P.3)	22. C/C1 93. H/HAND
7.2	B.A. General degree complies with SLQF Level 5 requirements. The ILOs match with the level descriptors.	Handbook (P.3); C 1 Forms	22. C/C1 93. H/HAND
7.3	Assessment strategies align with the program ILOs/objectives of the courses. These assessments generally capture knowledge, analytical skills, transferable skills etc.	C1 forms; Course Evaluations	22. C/C1 31. C/EV
7.4	Proposed changes to BA General degree expect to increase marketability of graduates, bring about broad changes in the course work composition and assessment strategies.	Faculty Board Minutes of 318.09;	203. W/318
7.5	Assessments of different components of a course are given in the C1 forms.	C1 forms	22. C/C1
7.6	Internal and external examiners are approved by the Faculty Board.	Faculty Board Minutes	69. F/FBM
7.7	The Faculty accommodates any positive suggestions by examiners subject to the approval of the Faculty Board.	Examiner reports; Faculty Board Minutes	62. E/REP 69. F/FBM
7.8	The assessment criteria of courses are made available to the students at the beginning of the semester. Examination rules and regulations are in the FHB 2017	C1 form; Handbook(pp. 45-48)	22. C/C1 93. H/HAND

Standards	Claim of the degree of internalization of Best practices and level of achievement of standards	Documentary Evidence to Support the Claim	Code Number of the Document
7.9	The Faculty has a highly competent staff that includes 21 Professors, 97Ph.D. holders and 59 with Masters degree holders. The Faculty's general norm is to avoid situations of conflict of interests. Voluntary withdrawal by the staff members take place in such situations.	Faculty web page for staff profiles; Reports by Heads in situations of conflict of interest.	74. F/PROF 161. R/HOD
7.10	SNRU facilitates Special Needs Students. Examinations are conducted separately for these students to help them with their special needs.	Handbook 2017(p.56); Brail scripts etc.(SAR)	93. H/HAND 21. B/BRA
7.11	Feedback is made available through mid semester exams marks, assignments etc. Grades are normally displayed on notice boards. Assignments are returned back to students. They can consult the instructor for further information. Students can evaluate their overall performance (GPA) from the registration office or from the web.	Department Handbook; Handbook2017(pp.45-48); Faculty website.	36. D/DHAN 93. H/HAND 75. F/WEB
7.12	Marking schemes are prepared depending on the requirement. Second marking is not done at the undergraduate level since the entire process is transparent as described in the above.	Sample marking schemes; Handbook 2017(pp.45-48)	170. F/SCHE 93. H/HAND
7.13	Graduation requirements are conveyed to the students at the beginning of the programme. Fulfillment of requirements is checked at the point of graduation by the course unit office of the Faculty. Transcripts reflect student progression and attainments.	Course unit evidence of graduation requirements/course unit bylaws; Handbook 2017(p.03)	33. C/REQ 20. B/BL 93. H/HAND

Standards	Claim of the degree of internalization of Best practices and level of achievement of standards	Documentary Evidence to Support the Claim	Code Number of the Document
7.14	Students can access this information through the Faculty web page. Course grades are directly given to students at the end of each semester through regular notices.	Faculty website; Display of results on notice boards.	75. F/WEB 44. D/RESU
7.15	Results of Assignments mid semester and end semester examinations are entered directly to the faculty database. Grades are displayed on notice boards usually by the Departments and students can access their records as and when necessary.	Faculty website; Examination marks record books.	75. F/WEB 61. E/MAR
7.16	The general degree complies with the qualification descriptors, and level descriptors given in the SLQF.	Handbook 2017(p. 03); SLQF	93. H/HAND 176. S/SLQF
7.17	The Faculty strictly adheres to the examination by-laws.	Handbook 2017(pp.45-48); Examination by-laws	93. H/HAND 60. E/BL

Criteria 08: innovative and healthy practices

Standards	Claim of the degree of internalization of Best practices and level of achievement of standards	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	ICT skills are incorporated as a compulsory requirement in the B.A. general degree. ICT is used in teaching by the lecturers. Moodle system is introduced and it is used in some courses. Optional courses on IT have been introduced.	Handbook 2017; C1 forms; Faculty IT coordinator/computer lab use; Faculty website; Details of workshops on Moodle system; Requests to reserve the Computer Lab for students	93. H/HAND 22. C/C1 72. F/REP 165. R/CUSE 75. F/WEB
8.2	Encouraging students to use OER in class projects and assignments. Library orientation programs	C1 forms of the courses that use OER facilities; A copy of library orientation programmes.	220. W/OER 2. A/FOI
8.3	Faculty R&D activities are facilitated by Faculty Research Committee (FRC) with a coordinator who is responsible for reporting to the FB on the updates. This committee disburses research grants on annual basis for the approved research proposals. Academics have received national awards for their creative work.	FB minutes related to FRC; List of research grantees for each year; List of names of National literary award winners.	81. F/FRC 122. L/FGRA 117. L/AWA
8.4	Coordinator of FRC facilitates funding and other research related requests. Faculty member's publish research work in Journals: Sambhavana (Sinhala), Modern Sri Lanka Studies, Palakkai (Tamil) Faculty strategic corporate plan emphasizes R&D outreach activities	FB minutes related to FRC; List of grantees for each year; Faculty research publications; Faculty corporate plan;	81. F/FRC 122. L/FGRA 166. R/FRC 70. F/CORP
8.5	Felicitations and appreciations for excellence in academic work is always done in the Faculty. Provisions are made in the Faculty Corporate Plan.	Felicitation event for two staff members from the department of Sinhala for winning National awards; Faculty Corporate Plan(1.6, 2.1)	70. F/CORP 221. W/FELI

Standards	Claim of the degree of internalization of Best practices and level of achievement of standards	Documentary Evidence to Support the Claim	Code Number of the Document
8.6	B.A. General degree do not have the requirement of a dissertation. However the curriculum incorporates and motivates students for other research projects within the courses. The Faculty facilitates publication of such work.	Handbook 2017 (BA General degree requirements); C1 forms related to General degree class projects with research; Student requests for publication- FB minutes	93. H/HAND 22. C/C1 222. W/PUB
8.7	At present internship is not in the curriculum for General Degree. This is considered in the Strategic plan : Goal 4 However students have accepted internships placements at various places intermittently.	Faculty Strategic plan -Goal 4; Correspondence related to internships	70. F/CORP 30. C/TERN
8.8	This is considered in the Strategic plan: Goal 4; Increased opportunities for wider range of educational programs to contribute towards a knowledge based society.	Faculty corporate plan - Goal 4.	70. F/CORP
8.9	Short Courses and programs implemented for income generation.	Teacher Training Programmes/counselling/English extension course	189. T/TEA
8.10	Credit transfer from other universities is allowed through a formal process. By laws applicable to this is given in the FHB.	FHB2017(pp45-48)	93. H/HAND
8.11	The Faculty implements a formal mechanism to promote and facilitate co-curricular activities. The related issues are discussed at the FB meetings.	Faculty website on student activities; Arts Council Activities FBM, 319.22; Orientation program; List of students participating in sports meets for all sports are held by the university	78. F/ACTS 16. A/319 146. O/OR 123. L/EX
8.12	Faculty encourages and facilitates students to participate in national/International competitions. Such notices are communicated to students through formal channels.	Announcements and notices on competitions.	9. A/FASC

| Standards	Claim of the degree of internalization of Best practices and level of achievement of standards	Documentary Evidence to Support the Claim	Code Number of the Document
8.13	Faculty accommodates proposals for positive changes in the curriculum by the faculty members and revise existing curriculum or introduce new programs.	Proposed changes to the B.A General Degree Program; Faculty Board Minutes 318.09(22.09.2016)	155. P/CON 203. W/318
8.14	Faculty supports students who have to go through difficult situation during the program. i.e. pregnancy, financial difficulties, health problems etc. These issues are taken on case by case basis by the Students Admissions and Request Committee (SARC) and allow students to complete the degree within the prevailing laws. Current laws do not permit to award a Diploma as a fallback option.	Faculty Board Minutes, 320.11, SARC; Faculty Board Minutes 318.12 SARC (A/14/089)	223. W/320 203. W/318

SECTION 4
SUMMARY

The study programmes of the Faculty of Arts are managed and administered in consistent with and under the Universities Act and other relevant laws. There are comprehensive study programme bylaws to manage and administer all degree programmes. There are bylaws for administering examinations including handling examination offences. We have developed and implemented best systems and mechanisms for the staff and administration to discharge their responsibilities for maintaining academic standards including standards of awards. It can be stated that the Faculty of Arts has internalize almost all best practices given in the manual, while some few areas require further improvements. There is no issue with the existing institutional mechanisms, methods and procedures. The Faculty has established the Internal Quality Assurance Cell and Faculty Quality Assurance Committee. We have also established other standing committees of the Faculty Board, namely Curriculum Development Committee, which was earlier functioned as the Faculty Academic Development and Planning Committee. These committees evaluate all new programmes and proposals. These committees also monitor and evaluate existing programmes. It should also be noted that all quality assurance and quality enhancement activities are taken up at the Heads of Department meetings and at ad hoc committees appointed by the Faculty Board, case by case, to submit reports to the Faculty Board. The Heads of Department meetings and Faculty Board also monitor the quality assurance and enhancement activities. Hence, we are confident that the Faculty of Arts of the University of Peradeniya has established required mechanisms for continuous quality enhancement.

A few areas pertaining to the Bachelor of Arts (General) degree programme require further improvements: (a). the programme should be revised and restructure to convert it into a skills and competency oriented degree so that the employability of the graduates can further be enhanced. The Faculty has identified the concept note and a committee is currently developing the curriculum. Upon completion of this process, we are confident that the BA general degree graduates will be sought after by the private and public sectors in the country; (b) we have also identified serious shortages of building spaces for student centered learning and serious shortage of cadres. We have submitted proposals to the UGC requesting new buildings and cadres with a view to improve the quality of the existing work and also to increase the student intake; and (c) we have also identified that the degree programmes of the Faculty of Arts should be diversified so that committees have been appointed to develop curricula and proposals for 7 new degree programmes.

Appendix 1: Organogram
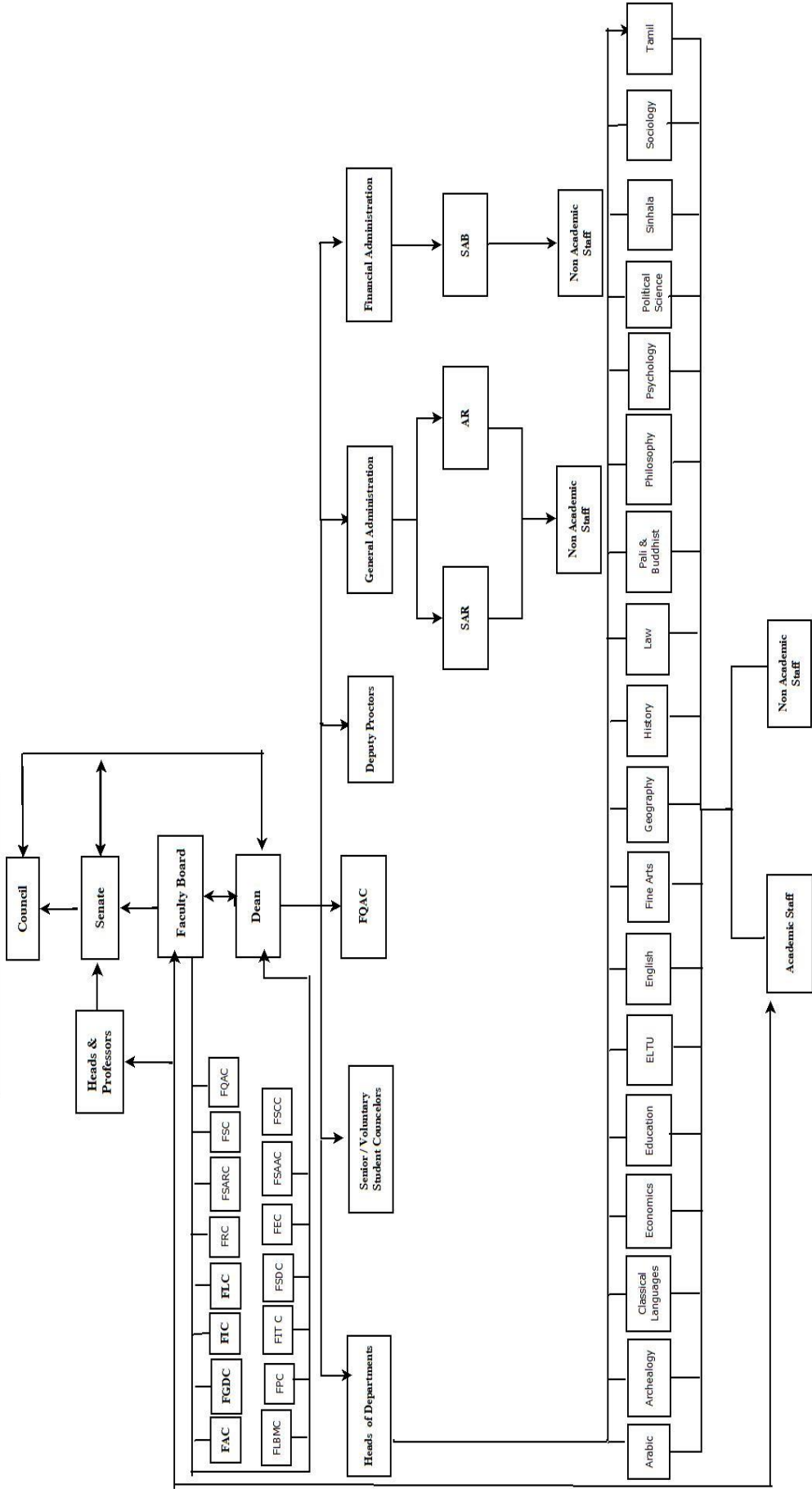
FAC – Faculty Arts Council, FGDC - Faculty Co-coordination Committee of General Degree, FIC – Faculty Internship Committee, FLC – Faculty Library Committee, FRC – Faculty Research committee, FSARC - Faculty Student Admission and Request Committee, FSC - Faculty Scholarship Committee, FQAC - Faculty Quality Assurance Cell, FLBMC - Faculty Land Building & Maintenance Committee, FPB – Faculty Publication Committee, FITC – Faculty IT Committee, FSDC - Faculty Staff Development Committee, FEC - Faculty English Committee, FSAAC - Faculty Student Affairs & Advisory Committee, FSCC – Faculty Student Counsellors Committee Meeting

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 2: Number of Students

Academic year	200 Level	300 Level
2011/2012	210	249
2012/2013	182	212
2013/2014	283	188
2014/2015	217	277
2015/2016	258	232

Table 3: General Degree courses and student enrolment

200 Level				300 Level			
Subject	First Semester	Subject	Second Semester	Subject	First Semester	Subject	Second Semester
ACL201	5	ACL206	10	ACL301	1	ACL305	11
ACL202	11	ACL207	10	ACL303	9	ACL306	10
ACL203	7	ARB205	4	ACL304	11	ARB305	1
ARB202	4	ARB206	4	ARB301	1	ARB308	1
BST201	40	BST210	4	ARB303	1	BST213	7
BST202	21	BST211	11	BST301	16	BST311	16
BST203	4	BST212	21	BST302	2	BST312	7
BST204	1	BST213	45	BST303	9	BST318	6
ECN200	40	ECN207	41	BST314	2	BST411	6
ECN325	7	ECN306	1	BST401	5	ECN207	3
EDU201	81	ECN328	26	ECN200	3	ECN306	6
ENG201	59	ECN343	8	ECN322	9	ECN328	5
ESL201	216	EDU202	75	ECN325	8	ECN343	10
ESL203	34	ENG209	59	EDU201	3	EDU202	3
FNA201	5	ESL102	1	EDU301	60	EDU302	59
FNA202	4	ESL202	216	ENG302	42	ENG304	41
FNA203	6	ESL204	34	ENG310	42	ENG311	41
FNA206	3	FNA210	3	ESL201	8	ESL202	10
FRE201	26	FNA211	7	FNA302	4	ESL206	1
GGY206	22	FNA212	8	FNA303	2	FNA310	4
GGY213	35	FNA215	2	FRE301	12	FNA311	2
GGY214	33	FND115	1	FRE303	12	FRE302	12
GRS201	11	FRE202	26	GGY302	7	FRE304	12
GRS202	3	GGY202	32	GGY303	35	GGY202	7
GRS203	5	GGY312	1	GGY311	13	GGY310	3
HIS201	22	GRS206	11	GRS301	10	GGY312	8
HIS202	1	GRS207	4	GRS302	2	GGY313	35
HIS203	16	GRS208	3	GRS303	1	GRS306	10
HIS204	4	GRS308	4	HIS201	1	GRS308	5
HIS205	5	HIN202	1	HIS203	1	HIS206	2
HIS308	7	HIS206	31	HIS204	1	HIS208	1

ISC201	18	HIS207	1	HIS301	33	HIS210	1
ISC302	2	HIS208	25	HIS302	5	HIS314	33
ISC303	4	HIS209	1	HIS305	20	HIS317	4
MGT204	1	HIS210	19	HIS308	22	HIS318	20
MGT206	47	ISC206	15	ISC201	1	HIS321	21
MGT207	41	ISC208	20	ISC301	23	HIS323	1
MGT215	1	MGT209	47	ISC303	23	ISC206	1
PHY201	20	MGT210	6	MGT204	1	ISC208	2
PHY202	27	MGT307	6	MGT206	1	ISC305	23
PHY203	3	PHY205	11	MGT304	15	ISC306	3
PHY204	30	PHY206	10	MGT315	24	ISC307	20
PSC202	58	PHY207	21	PHY201	1	MGT209	1
PSC203	19	PHY208	13	PHY202	1	MGT307	11
PSC204	75	PHY305	9	PHY302	6	MGT310	24
PSC305	1	PHY307	5	PHY303	11	PHY305	3
PST201	2	PSC206	6	PHY304	5	PHY306	8
PSY202	1	PSC207	77	PSC202	3	PHY307	12
PSY203	65	PSC208	7	PSC204	3	PHY406	1
PSY204	68	PST210	2	PSC301	2	PSC207	4
PSY303	10	PST211	3	PSC303	110	PSC304	110
SKT201	10	PSY207	38	PSC305	6	PSC306	6
SKT204	10	PSY208	83	PSC307	5	PSC308	3
SLS201	86	PSY305	32	PSC309	5	PSC313	27
SLS202	7	SKT208	11	PSC312	26	PST310	4
SLS203	1	SLS206	89	PST301	5	PST311	6
SLS204	7	SLS207	30	PST302	2	PST312	1
SLS205	4	SLS208	6	PST303	3	PSY305	17
SOC201	146	SLS209	30	PSY301	39	PSY306	28
SOC205	47	SLS210	4	PSY302	27	PSY307	38
SOC209	20	SOC202	144	PSY303	16	SKT305	7
SOC210	6	SOC203	20	PSY401	1	SKT310	1
SOC211	1	SOC204	3	SKT304	6	SLS206	3
SOC212	10	SOC207	6	SKT309	1	SLS207	1
SOC219	1	SOC208	1	SLS201	2	SLS306	68
SOC306	7	SOC213	3	SLS202	1	SLS308	49
TLG201	6	SOC217	19	SLS301	69	SLS309	5
TLG204	1	SOC218	41	SLS302	7	SOC202	3
		SOC305	7	SLS303	3	SOC203	1
		SOC313	4	SLS304	43	SOC217	1
		SOC314	1	SOC201	4	SOC303	131
		TLG205	6	SOC209	2	SOC305	1
		TLG208	5	SOC212	1	SOC310	16
				SOC301	133	SOC312	6
				SOC306	18	SOC313	78
				SOC307	61	SOC314	4
				SOC308	33	SOC318	8
				SOC317	3	TLG205	2
				TLG201	2	TLG208	2

				TLG301	10	TLG305	10
				TLG303	5	TLG306	10
				TLG304	5		

Note:

ACL – Archaeology, ARB – Arabic Studies, BST – Buddhist Studies, ECN – Economics, EDU – Education, ENG – English, ESL – English Language, FNA – Fine Arts, FRE – French, GGY – Geography, GRS - Greek and Roman Studies, HIS – History, ISC –Islamic Studies, MGT – Commerce, PHY – Philosophy, PSC – Political Science, PST – Pali Studies, PSY - Psychology, SKT – Sanskrit, SLS – Sinhala, SOC – Sociology, TLG – Tamil.

Table 4: Number and Qualification of Academic staff-2016

Department	Ph.D. & Equivalent Degree	Masters Degree	Bachelors Degree	Total
Archaeology	05	01	-	**06**
Arabic & Islamic Civilization	03	03	01	**07**
Classical Languages	03	03	-	**06**
Economics & Statistics	16	07	01	**24**
Education	06	02	-	**08**
English	06	02	-	**08**
Fine Arts	04	02	-	**06**
Geography	09	09	03	**21**
History	08	05	01	**14**
Law	01	-	02	**03**
Pali& Buddhist Studies	06	02	-	**08**
Philosophy & Psychology	07	07	-	**14**
Political Science	06	06	-	**12**
Sinhalese	04	08	-	**12**
Sociology	07	06	03	**16**
Tamil	03	02	02	**07**
ELTU	-	-	01	**01**
Total	**94**	**65**	**14**	**173**

Table 5: 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
Arabic & Islamic Civilization	-	-	-	-	-	-	02	-	03	01	-	-	01	-	-	-	06	01
Classical Languages	-	-	-	-	-	-	-	01	01	01	-	01	02	-	-	-	03	03
Economics & Statistics	-	-	03	02	-	-	10	01	02	03	-	01	02	-	-	-	17	07
Education	-	-	-	-	01	-	-	02	01	01	01	01	01	-	-	-	04	04
English	02	-	-	02	-	-	01	01	-	01	-	-	01	-	-	-	04	04
Fine Arts	-	-	-	-	-	-	-	01	03	-	01	01	-	-	-	-	04	02
Geography	-	-	02	-	-	-	02	02	06	04	-	-	01	04	-	-	11	10
History	01	-	01	-	-	-	01	01	02	04	-	-	01	02	-	-	06	07
Law	-	-	-	-	-	-	-	01	-	-	-	-	-	02	-	-	-	03
Pali& Buddhist Studies	-	-	03	-	-	-	01	-	03	-	-	-	01	-	-	-	08	-
Philosophy & Psychology	-	-	-	-	-	-	02	02	04	04	-	-	01	01	-	-	07	07
Political Science	-	01	01	-	-	-	02	-	04	-	02	01	01	-	-	-	10	02
Sinhalese				02			01	01	05	03	01						07	06
Sociology	-	-	02	01	-	-	03	-	04	01	-	-	03	02	-	-	12	04
Tamil	-	-	01	-	-	-	-	01	02	-	-	-	02	01	-	-	05	02
ELTU	-	-	-	-	-	-	-	-	-	-	-	-	-	01	-	-	-	01

Table 6: Number and Qualification of Academic Support Staff (ELTU) - 2016

Qualification	Designation				
	Permanent Instructor	Probationary Lecturer	Temporary Instructor	Visiting Instructor	Total
BA	02	01	29	03	35
MA					
PhD					
	02	01	29	03	**35**

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 to sharing of their expertise.
- Dedicated and competent non-academic Staff
- Availability of one of the best libraries for humanities and social sciences including Ola Leaf Collection and publications on Sri Lanka
- Limited Audit Findings related to the affairs of the Faculty
- Enrollment of best GCE (A/L) students on national merits
- Available Grant Funding from abroad
- Staff to Student Ratio is at manageable level
- Increased Enrolment to study programmes
- Course Expansion and diversification
- Graduates possess advanced knowledge
- Diverse student and staff community
- Availability of a strong ALUMNI
- High access to other disciplines as most Faculties are located in close proximity

Weaknesses:

- Financial constraints
- Ageing and obsolete buildings, which have placed us at a competitive disadvantage with the new Universities
- Lack of space for class rooms and student centered learning practices
- No training theaters
- Limited number of cadres
- Limited funding for field based learning
- Lack of study areas, common rooms, and discussion areas for students
- Mismatch between private sector expectations and graduate expectations
- Lack of focus on skills and competencies
- Difficulty in retaining best qualified persons due to lack of incentives

- Limited facilities for student support and welfare

- Lack of 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

- Non-availability of a Department to coordinate and implement the Bachelor of Arts (General) degree

- Lack of availability and use of digital technologies

Opportunities:

- Global Demand for skilled and competent humanities and social sciences graduates

- Increasing industrial expansion and growth of private sector

- Opportunities for more collaborations with foreign partners for joint activity

- Opportunities for innovations

- Social demand for playing leadership role in the nation

- Demand and opportunities to produce abled graduates

Threats:

- Unprecedented budget management restrictions

- Reduced funding for humanities and social sciences higher education

- Unsuitable auditing and financial regulations in the context of higher education where freedom is required for spending

- Expansion of private higher education institutes

- Being complacent about the challenges

- Low and non-competitive salaries and other benefits

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	Artifacts 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	Faculty Board minutes 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	Handbooks
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	Felicitation events for academic staff
222	W/PUB	Student requests for publications
223	W/320	Faculty Board meeting minutes of 320