**QUALITY ASSURANCE COUNCIL OF THE UGC**

**INSTITUTIONAL REVIEWS**

**FORMAT OF DRAFT/FINAL REPORT**

**To be submitted by Review Chair to** **dqac@ugc.ac.lk** **as Word document, within 6 weeks of completing site visit.**

**Draft report will be emailed by DQAC to Vice-Chancellor, for corrections / comments (together with Excel file in Preliminary Report), to be sent back within 3 weeks.**

**Organization of report**

Report should be structured into 8 Sections + Annexures, as described in Institutional Review Manual (pp 103 - 106)

Section 1: Introduction to university

Section 2: Observations on SER

Section 3: Description of review process

Section 4: University’s approach to quality and standards

Section 5: Judgment on each of the 10 criteria

Section 6: Grading of overall performance

Section 7: Commendations and recommendations

Section 8: Summary

Annexures

**Format of cover page**

* University logo on left
* UGC logo on right
* Details of the IR on top with the year and dates of review
* Photograph of University
* Names of reviewers below photo
* Name-UGC and QAC bottom of page

Scanned copy of page with signatures to be inserted after cover page, with following details

**University:**

**Review Panel:**

|  |  |
| --- | --- |
| **Name** | **Signature** |
|  |  |
|  |  |
|  |  |

**Date:**

**Additional guidance**

1. List of Contents should include relevant pages of each Section and Criterion (1-8)
2. Each main Section (1-8) to be started on a new page, with heading centre aligned and subheadings left aligned
3. Annexures must include:
	1. final schedule for site visit
	2. all attendance sheets from meetings
4. Optional annexure: additional photographs taken during site visit (reduce file size)
5. Font and size

Calibri font 14 (bold) for main Section headings

Calibri font 13 (bold) for sub-headings

Calibri font 12 for text in paragraphs

1. Text colour: black
2. Line Spacing

Main Section headings and text – 3.0

Subheadings and content – 2.0

Paragraphs – 1.5

Sentences in paragraphs – 1.15

1. Numbering of tables and figures: use number of the section followed by sequential number within the section: e.g.1.1, 2.3
2. Capitalization in text: use only for abbreviations and as recommended for names of people, departments, universities, etc.
3. Word count: maximum 16,000 words

**Final Report needs to be submitted in soft copy (Word and pdf) and a single hard copy**