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**பல்கலைக்கழக மானியங்கள் ஆணைக்குழு**  
**UNIVERSITY GRANTS COMMISSION**

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எனது இலக்கம்  
My Number

} QAC/IR&PR/2018

ඔබේ අංකය  
உமது இலக்கம்  
Your Number

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அஞ்சல் பெட்டி  
Post Office Box

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20, වේඩ් පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව.  
20, வாட்டு இடம், கொழும்பு 7, இலங்கை.  
20, Ward Place, Colombo 07, Sri Lanka.

13<sup>th</sup> March 2019

Vice-Chancellors of all Universities

Dear Sir / Madam

**FINALIZATION AND PUBLICATION OF EXTERNAL REVIEW REPORTS**

During the current external quality assurance cycle which includes both Institutional Reviews and Programme Reviews, the procedure leading to finalization and publication of the review report after a review team has completed a site visit, has been as follows:

- Step 1. The Review Chair submits a preliminary report to the Quality Assurance Council (QAC) of the UGC within 2 weeks of completion of the site visit, with key findings regarding each review criterion, and the scores and final grade awarded by the Review Team.
- Step 2. The Review Chair submits a comprehensive draft review report to the QAC within 6 weeks of completion of the site visit.
- Step 3. The Director QAC forwards the draft report to the Vice-Chancellor (in case of Institutional Review) or Dean (in case of Programme Reviews), with a request to submit observations and comments within 3 weeks.
- Step 4. The Director QAC forwards any comments from the Vice-Chancellor or Dean, to the Review Chair, for consideration by the team in finalizing the review report.
- Step 5. The Review Chair submits the Final Review Report to the QAC within 3 weeks of receiving the comments from the party under review.
- Step 6. The Director QAC forwards the Final Review Report to the Vice-Chancellor or Dean for concurrence within 1 week.
- Step 7. The Final Report is published on the QAC-UGC website after receiving consent from the Vice-Chancellor or Dean to do so.

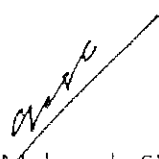
However, there have been a few instances where the Vice-Chancellor or Dean has disputed the findings of the Review Team, while the Review Team has maintained its justification for

the scores and final grade awarded by the Team. This has resulted in a situation where concurrence for publication of the Final Review Report has been withheld, and the QAC is unable to publish the Final Review Report.

In order to resolve this issue, on the recommendation of the UGC's Standing Committee on Quality Assurance, the UGC, at its 1004<sup>th</sup> meeting held on 22<sup>nd</sup> February 2019, has approved the following course of action.

1. Where the Vice-Chancellor or Dean has withheld concurrence for publication of the Final Review Report, with regard to institutional and programme reviews for which the site visit was completed during the period 1 January 2017 – 28 February 2019, the institution or degree programme concerned will be listed on the QAC-UGC website as having undergone review, with a note that the Final Review Report is withheld at the request of the University.
2. For reviews where the site visits are to be conducted from 1 April 2019 onwards, Steps 6 and 7 will be modified as follows:
  - Step 6. The Director QAC forwards the Final Review Report to the Vice-Chancellor or Dean for concurrence within 1 week. The Vice-Chancellor or Dean may point out any further factual inaccuracies that may still require correction at this stage.
  - Step 7. The Director QAC will forward any such comments from the Vice-Chancellor or Dean, to the Review Chair, for consideration by the team. The Final Review Report submitted by the Review Chair to the Director QAC will be published on the QAC-UGC website after consideration of not more than two rounds of comments from the Vice-Chancellor or Dean.

Furthermore, universities are hereby informed that the maintenance of academic standards in Higher Educational Institutions is part of the mandate of the UGC (as set out in the Universities Act No 16 of 1978), and for reasons of public accountability, a state university under the UGC cannot refuse to undergo external review.

  
Prof Mohan de Silva  
Chairman, UGC

Cc: All Deans  
All Directors of Institutes  
All Rectors of Campuses  
Director, Quality Assurance Council