

**REPORT ON VISIT BY DIRECTOR QAC-UGC TO
UNIVERSITY OF JAFFNA, 2019**

Prof Nilanthi de Silva, Director, QAC-UGC, visited the University of Jaffna on 17 December 2019 to participate in meetings on quality assurance related activities in the University. Arrangements were facilitated by Prof G Mikunthan, Director, Centre for Quality Assurance (previously known as the Internal Quality Assurance Unit).

The Director, QAC-UGC was first welcomed to the Centre for Quality Assurance offices by the Director, CQA-UoJ and introduced to the staff, including the SAR / Academic, who is assigned duties in the CQA, a part-time Management Assistant, and a trainee MA.

The first meeting, from 8.15 am to 8.45 am, was with the Competent Authority, Prof K Kandasamy, the Registrar and the Deans of the Faculties and the Director, CQA (see Annex 1 for attendance). The Director, QAC-UGC explained the purpose of university visits, particularly the need for follow up action to implement the recommendations made in Institutional and Programme Review reports. Other matters taken up for discussion during this meeting included the need for an official Tamil translation of the SLQF 2015 document, particularly with regard to the nomenclature to be used for Level 6 qualifications. The importance of student engagement in quality assurance activities, and the proposed guidance for development of a university policy on student engagement in QA was also discussed.

The second meeting took place from 9.00 am to 10.30 am, with the Dean of the **Faculty of Management Studies & Commerce, Prof T Velnampy**, Dean, **Faculty of Business Studies, Vavuniya Campus, Dr Y Nanthagoban**, the Heads of Dept, and members of the Faculty Quality Assurance Cells of the two Faculties (see Annex 2 for list of attendees), in the University Board Room. Prof Velnampy presented the Action Plan that has been drawn up by his Faculty for implementation of the recommendations in their review reports, which have been organized according to the 7 goals of the university's corporate plan. Dr Nandagoban also presented the list of activities that are to be undertaken by his Faculty for implementation of review report recommendations. Both action plans have been discussed and approved by their respective Faculty Boards, but have not yet been submitted for Senate approval. The plans will be shared with the QAC once this has been done, to meet the deadline for submission of Action Plans by March 2020. Other matters that were taken up for discussion included the need for a synchronized academic calendar; guidance on appropriate strategies for second marking that would enable timely release of examination results; and the need for a MA from the permanent cadre, to support the Faculty Internal Quality Assurance Cell. Those present at the meeting highlighted the importance of continuing external reviews on a regular basis, and the possibility of conducting internal programme reviews in mid-cycle, as a means of keeping up the momentum was discussed.

The next meeting, with the Dean, **Faculty of Arts, Dr K Suthakar**, Dean, Faculty of Hindu Studies, Dr (Mrs) S Srimuralitharan, Heads of Department and representatives of the two Faculties and the Ramanathan Academy of Fine Arts, took place from 10.45 am – 12.15 pm in the University Board Room (see Annex 3 for attendance). Dr Suthakar reported on progress in implementation of the Action Plan developed by his Faculty, for implementation of review recommendations. A major curriculum revision is now under way, with funding from the AHEAD project. Substantial improvements in the physical infrastructure are in progress, as is the development of the Faculty LMS and a MIS. Other matters that were discussed included the maintenance of an electronic document management system, which could facilitate the task of organizing supporting documentation for external reviews, the adoption of fall back and early exit options, and aligning qualifications awarded by the university to the SLQF 2015. The Head and staff of the Department of Law expressed their concerns regarding the review of their LLB degree programme offered by them. The Director QAC accepted their concerns, and agreed that the training of reviewers needs strengthening, while noting the paucity of academics in legal studies.

The last meeting for the day was the **28th meeting of the Centre for Quality Assurance**, which took place from 2.00 – 3.00 pm in the University Board Room (see Annex 4 for attendance, and Annex 5 for meeting Agenda). It was noted that a draft Action Plan has been drawn up for implementation of Institutional Review recommendations, but that it is awaiting inputs that address needs identified at Faculty level, and approval of the university strategic planning committee. In addition to the matters taken up under the regular agenda, the need for non-academic staff to support the documentation process required for external reviews was highlighted, particularly because many of the approved cadre positions for Management Assistants remain unfilled. The Director CQA requested the QAC-UGC to send an invoice for payments to be made with regard to external reviews in 2020, as soon as possible, so that he can secure the funds required for this purpose.

Prof Nilanthi de Silva
Director, QAC-UGC

18 December 2019

Annex 1.

Visit of Director, Quality Assurance Council, UGC to University of Jaffna
(Meeting with the Competent Authority, Rector, Deans & Director CQA)

Date & Time : 17.12.2019(8.15 am - 8.45 am) Venue - Board Room, University of Jaffna

Ser.No	Name	Designation	Signature
1	Prof. Nilanthi de Silva	Director / QAC	
2	Prof.K.Kandasamy	Competent Authority	
3	Dr.T.Mangaleswaran	Rector/Vavuniya Campus	
4	Prof.G.Mikumthan	Director/CQA	
6	Prof.A.Atputharajah	Dean/Faculty of Engineering	
7	Prof.J.P.Jeyadevan	Dean/Faculty of Science	
8	Prof.T.Velnampy	Dean/Faculty of Management Studies & Commerce	
5	Dr.K.Sooriyakumar	Dean/Faculty of Agriculture	
9	Dr.(Mrs).S.Sivachandran	Dean/Faculty of Technology	
10	Dr.K.Suthakar	Dean/Faculty of Arts	
11	Dr.S.Raviraj	Dean/Faculty of Medicine	
12	Mr.Y.Nanthagoban	Dean/Faculty of Business Studies	
13	Dr.(Mrs).A.Nanthakumaran	Dean/Faculty of Applied Science	
14	Dr.(Mrs).S.Srimuralitharan	Dean / Faculty of Hindias Studies	
15	Mrs.D.Thabotharan	Actg Dean/Allied Health Science	
16	Mr.S.K.Pirapakaran <i>K. Srinivas Prabhakaran</i>	Assistant Registrar/CQA	

17. ✓ KANDEEPAN REGISTRAR
18. Mrs S. Rammiyach. MA/Academic Brach attach to Regr.
19. Miss. Y. Vidhya Trainee Management Assistant

**The Visit of the Director, Quality Assurance Council, UGC to University of Jaffna
(Meeting with Deans, Heads and IQAC Coordinators and members of Faculty of Management Studies
and Commerce and Faculty of Business Studies)**

Date & Time : 17.12.2019 (9.00 am - 10.30 am) Venue : Board Room, University of Jaffna

Ser.No	Name	Designation	Signature
1	Dr.Y.Nanthagoban	Dean/Faculty of Business Studies	
2	Mrs. Poulina Godwin	Head/Department of Economics & Management	
3	Mrs.J.S.Thevaruban	Head/Department of Accounting & Finance	
4	Dr.G.Jeyaseelan	Head/English Language Teaching	
5		Coordinator/IQAC- Faculty of Business Studies	
6	Dr. K. Kalainathan	Member/IQAC - Faculty of Business Studies	
7	Mr. C. Larojan	Member/IQAC - Faculty of Business Studies	
8	Mr. Hariharan	Member/IQAC - Faculty of Business Studies	
9	Mr.S.K.Pirapakaran	Assistant Registrar/CQA	

10. Dr. N. Kezalan Curricula DC / celm
11. S. Balaputhiran
12. Dr. (Mrs). L. Kangatharan Coordinator / well being cell / Finance
13. R. Kajanathan Commerce
14. ~~Dr.~~ G. R. M. Gamlath FBS, Vavuniya Campus
15. A. Ajanthan Dept. of Accounting / FMSC
16. Dr. S. Ramesh Accounting / FMSC
17. Mr. K. Rajenthiran Marketing / FMSC
18. S. Pamida Accounting / FMSC
19. N. Asvini Accounting / FMSC
20. M. A. F. Nihuma Accounting / FMSC
21. S. Pavithra Marketing / FMSC
22. S. Suganya Marketing / FMSC

23. E. Panuja	Accounting	P. Subramanian
24. K. Tharashige	Accounting	Shan
25. S. Sangar	Marketing	S. S. S.
26. V. Prasath	AR / Faculty of management studies & commerce	P.
27. Philin. Nadeesha	Marketing	P. Sankar!
28. W. Sathini Chaya Wimalawansa	Marketing	Chay
29. T. Hamsagiri	Department of commerce.	T. Hamsagiri
30. S. Nisany	Department of Commerce	ms. S.
31. P. Gajaniya	Department of commerce.	P. Gajaniya
32. V. Kumar Deepa	Dept. of Marketing	(S)
33. D. Jomya Binayona	Dean's office, FMSL	D. Jomya Binayona
34. Z. Thavapalan.	Accounting	Z. Thavapalan
35. R. Pratheesan	Financial Management	R.
36. Dr. R. Vijayakumar	- / - / -	R. Vijayakumar
37. R. Umanakern	Commerce	R. Umanakern

Annex 3.

Visit of Director, Quality Assurance Council, UGC to University of Jaffna
Meeting with Dean, Heads and IQAC Coordinators and members of Faculty of Arts
Date& Time : 17.12.2019(10.45 am - 12.15 am) Venue : Board Room, University of Jaffna

Ser.No	Name	Designation	Signature
1	Prof. Nilanthi de Silva	Director / QAC	
2	Prof.G.Mikunthan	Director/CQA,	
3	Dr.K.Suthakar	Dean/Faculty of Arts	
4	Dr. (Mrs).S.Srimuralitharan	Dean/Faculty of Hindu Studies	
5	Dr.S.Jeevasuthan	Coordinator/IQAC – Faculty of Arts	
6	Mr.V.Balamurugan	Coordinator/IQAC – RAFA	
7	Dr.M.Balakailasanathasarma	Coordinator/IQAC – Hindu Studies	
8	Mrs.A.Rajkumar	Head / Department of Philosophy	
9	Mr.S.Wimal	Head / Department of Linguistics & English	
10	Dr.Mrs.S.Rasanayagam	Head/ Department of Education	
11	Rev.Dr.J.C.Paul Rohan	Head / Department of Chi. Civilization	
12	Dr.Mrs.S.Uthayarasa	Head /Department of Geography	
13	Snr.Prof.P.Pushparatnam	Head /Department of History	
14	Mrs.V.Ravishankar	Head /Department of Economics	
15	Mr. K. Guruparan Mrs. T. Shayanthan	Head /Department of Law	
16	Dr.K.T.Ganeshalingam	Head/ Department of Political Science	
17	Dr.S.Raguram	Head/ Department of Media Studies	
18	Prof.M.Ragunathan	Head/ Department of Tamil	
19	Mr.R.Rajeshkannan	Head/ Department of Sociology	
20	Dr. (Mrs).K.Sivaji	Head / Department of ELT	
21	Dr. T. Sanathanan Dr. K. Navadharsheni	Head / Department of Fine Arts	
22	Miss.M.Aruliah	Head / Department of Dance, and Member of IQAC	

Visit of Director, Quality Assurance Council, UGC to University of Jaffna
Meeting with Dean, Heads and IQAC Coordinators and members of Faculty of Arts
Date & Time : 17.12.2019 (10.45 am - 12.15 am) Venue : Board Room, University of Jaffna

Ser.No	Name	Designation	Signature
23	Mrs.K.Karuna	Head / Department of Music	
24	Mr.S.Sivaruban	Coordinator/Art & Design	
25	Dr.K.S.Kannathas	Coordinator/Translation Studiies	
26	Miss.P.Kularajasingam	Coordinator/Home Economics	
27	Dr.M.Balakailasanathasarma	Head/Department of Sanskrit	
28	Mr.S.Muhunthan	Actg.Department of Hindu Civilization	
29	Dr.(Mrs.).V.Pavanesan	Head/Department of Saiva Siddhantha	
30	Dr.(Mrs.)J.Baheerathy	Member /IQAC - Faculty of Arts	
31	Dr.S.Raguram	Member /IQAC - Faculty of Arts	
32	Mr.S.Muhunthan	Member /IQAC - Faculty of Arts	
33	Mr.A.Nithilavarman	Member /IQAC - Faculty of Arts	
34	Mrs.K.Mathan	Member /IQAC - Faculty of Arts	
35	Mr.Markandu Manokar	Member /IQAC - RAFA	
36	Mrs.Janani Nadesamoorthy	Member /IQAC - RAFA	J.Nadesamoorthy

37 Dr. S. Vijayakumar Coordinator / ICT

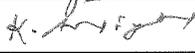
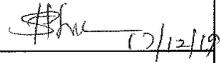
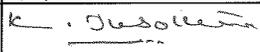
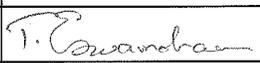
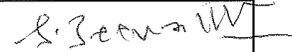
38 S. Raveendran Planning

39 Prof. S. Santhirasegaran. for Head / Economics

40. Un. S. Rammiyach MA / Academic Branch, attach to R.H

Annex 4.

**Attendance of 28th Meeting of Centre for Quality Assurance
(CQA) to be held on 17.12.2019 Tuesday at 2.00 pm at the Board
Room of the University of Jaffna**

Name of the Member	Designation	Signature
Prof.K.Kandasamy	Competent Authority	
Dr.T.Mangaleswaran	Rector/Vavuniya Campus	
Prof.G.Mikunthan	Director/IQAU Dean/faculty of Graduate Studies	
Dr.K.Sooriyakumar	Dean/Faculty of Agriculture	
Prof.A.Atputharajah	Dean/Faculty of Engineering	
Prof.J.P.Jeyadevan	Dean/Faculty of Science	
Prof.T.Velnampy	Dean/Faculty of Management Studies & Commerce	
Dr.(Mrs).S.Sivachandran	Dean/Faculty of Technology	
Dr.K.Suthakar	Dean/Faculty of Arts	
Dr.S.Raviraj	Dean/Faculty of Medicine	
Mr.Y.Nanthagoban	Dean/Faculty of Business Studies	
Dr.(Mrs).A.Nanthakumaran	Dean/Faculty of Applied Science	
Dr.(Mrs)S.Srimuralitharan	Dean/Faculty of Hindu Studies	
Mrs.D.Thabotharan	Actg Dean/ ^{Faculty of} Allied Health Science	
Mrs.S.Arulanandam	Librarian	
Dr.S.Vijayakumaran	Director/SDC	
Prof.B.Nimalathasan	Director/CODL	
Dr.K.Thabotharan	Director/Career Guidance Unit & Deputy Director / Wellbeing Centre	
Mr.T.Easwaramohan	Director/UBL	
Prof.M.Senthilnathanan	Director/GEEC	
Dr.S.Jeevasuthan	Coordinator/IQAC – Faculty of Arts	
Dr.K.Ahilan	Coordinator/IQAC – Faculty of Engineering	

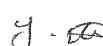
Ms. S. Ramnigael

MA / Academic Branch

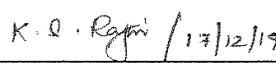
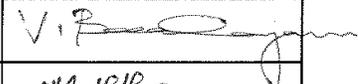
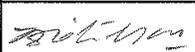
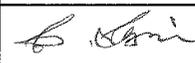


Ms. Y. Uthya

Trainee MA Assistant



Attendance of 28th Meeting of Centre for Quality Assurance (CQA) to be held on 17.12.2019 Tuesday at 2.00 pm at the Board Room of the University of Jaffna

Name of the Member	Designation	Signature
Dr.S.Balakumar	Coordinator/IQAC – Faculty of Graduate Studies	
Dr.T.Manoranjan	Coordinator/IQAC – Faculty of Science	
Prof.(Mrs).T.Mikunthan	Coordinator/IQAC – Faculty of Agriculture	
Dr.Ms.M.G.Sathiadas	Coordinator/IQAC – Faculty of Medicine	
Dr.(Mrs).S.Shanmugathas <i>Dr. S. Rajamohan</i>	Coordinator/IQAC – Faculty of Management Studies & Commerce	
Dr.(Mrs).Sukanya Devaisy	Coordinator/IQAC – Faculty of Applied Science	
	Coordinator/IQAC – Faculty of Business Studies	
DR. M .Balakailasanathasharma	Coordinator/IQAC – Faculty of Hindu Studies	
Dr.T.Ketheesan	Coordinator/IQAC – Faculty of Technology	
Dr.K.Southararajan	Coordinator/IQAC – Unit of Siddha Medicine	
Mr.V.Balamurugan	Coordinator/IQAC – RAFA	
Mrs.V.Jegapragash	Coordinator/IQAC – ^{Faculty} Unit of AHS	
Mrs.K.Murugathas	Coordinator/IQAC – Library	
Dr.S.Sabaanath	Coordinator/IQAC – Unit of Sports Science	
Mr.A.Niththilavarnan	Coordinator/IQAC – CODL	
Mr.V.Kandeepan	Registrar	
Mr.K.Sureshkumar	Bursar	
Mr.N.Rajavishakan	Deputy Registrar	
Mr.S.K.Pirapakaran	Assistant Registrar /IQAU	
Mr.A.Sankeerthanam <i>Mr. Kajan</i>	Student Representative	
Ms.S.Varthani	Student Representative	

Annex 5.

**28th Meeting of Centre for Quality Assurance, University of Jaffna
to be held on 17.12.2019, Thursday @ 2.00 pm
Venue: Board Room of University of Jaffna**

Agenda:

1. Welcoming Prof. Nilanthi de Silva, Director, Quality Assurance Council
2. Address by Director, Quality Assurance Council
3. Matters arising from the Minutes
4. Progress of CQA/IQACs [Faculties and Units] – [Director and Coordinators to report]
5. Updating CQA webpage & IQAC webpages
6. Reviews – 2018 - Progress
 - a) Institutional Review Report – follow up
 - b) Program Review – 2019 [IQAC Coordinators to report progress]
Agriculture, Allied Health Sciences, Medical Sciences, Siddha Medicine
 - c) Program Review – 2020 [Progress Coordinators to report]
Science (4 programs), Applied Sciences (3 programs), Engineering
7. Internal Reviews of the Programs (Biennial Cycle) – IQAC Coordinators to report
8. Reports on *Progress & Issues* of the Centres
 - 8.1. Staff Development Centre
 - 8.2. Gender Equity and Equality
 - 8.3. Career Guidance Unit
 - 8.4. Well-Being Center [WeBe Center]
 - 8.5. University Industry Business Linkage
 - 8.6. Open and Distance Learning
 - 8.7. Management and Information System
9. Action Plan – CQA & IQACs - 2020-2024
10. a. University Academic Calendar – Events, Dates, Time (University & Faculty) 2020.
b. University Calendar
11. Video clip about the University of Jaffna
12. Annual Report
13. Library e-repository
14. U-Multi rank
15. QAC documents for discussion – with Director/QAC
 - 14.1(QAC 1) Working towards a synchronized Academic Calendar
 - 14.2 (QAC 2) Application format early exit and fall back qualification
 - 14.3 (QAC 3) New UGC circular on common grades, GPV, GPA cut offs
 - 14.4 (QAC 4) Revised concept paper on RPL
15. Good Practices – *Any Good practices can be reported here by the members*
16. Concept paper on ‘Student Engagement in QA’ – for discussion
17. Any other Business

Please be present.



Director/CQA
13.12.2019.