

**REPORT ON VISIT BY DIRECTOR QAC-UGC TO  
SOUTH EASTERN UNIVERSITY OF SRI LANKA, 2019**

Prof Nilanthi de Silva, Director, QAC-UGC, visited the South Eastern University of Sri Lanka on 29 November 2019 to participate in meetings on quality assurance related activities in the University. Arrangements were facilitated by Dr M I M Safeena, Director, Centre for Quality Assurance (previously known as the Internal Quality Assurance Unit).

The first meeting, from 9.00 am to 10.00 am, was with the Faculty Quality Assurance Cell of the **Faculty of Arts & Culture**. The meeting was chaired by the Dean, Dr A Rameez. See Annex 1 for list of participants. It was noted that although a total of 10 BA Honours degree programmes are offered by the Faculty, only the BA (General) degree programme was subject to review in 2017. The Action Plan for implementation of the recommendations made in this Review Report has been formulated in 2018 and submitted to the QAC. The Faculty QA Coordinator reported on progress in implementation of this Action Plan, and gave a copy of the progress report to the Director QAC. It was noted that in the next external review cycle, it will be mandatory for the Faculty to submit all the undergraduate degree programmes offered by it for review, and that this is likely to take place in 2022. Measures that should be taken in order to prepare for this review were discussed at length. It was noted that the Faculty has several trained programme reviewers and that it has received a grant from the AHEAD project for curriculum revision.

The second meeting took place from 10.00 am to 11.00 pm, with the Dean, Dr. Gunapalan of the **Faculty of Management & Commerce**, the Heads of Dept, and members of the Faculty Quality Assurance Cell (see Annex 2 for list of attendees), in the Faculty Board Room. It was noted that four SERs were submitted for review in 2018 to cover all the degree programmes offered by the Faculty. Two site visits were completed in 2018, while the other two took place in 2019. Separate action plans have been developed according to the format specified by the QAC for implementation of the recommendations made by the reviewers, in accordance with the University's Strategic Plan for 2019 – 2023. Copies of the four action plans were handed over to the Director QAC. During the discussion period, the D/QAC noted that the QAC has asked for the views of Faculty Boards and Senates of Universities on three draft documents which include guidance on Common Grades, Grade Point Values and GPA cut-offs for award of passes and classes; Recognition of Prior Learning and Credit Transfer; Early Exit and Fall back options. Participants asked that these documents be circulated to the subject-based UGC Standing Committees as well.

Finally, the D/QAC spoke of the need for a synchronized academic calendar and the efforts made by the QAC to develop a strategy to enable this. The Dean noted that during the UGC's attempts to fill all vacancies, many of their students are transferred out during the 1<sup>st</sup> year, and replaced by students with lower z-scores. He expressed his dissatisfaction with the delays

caused by this process, and the resulting lowering of the quality of students admitted to their Faculty.

The next meeting, with the Dean, Dr. Mazahir of the **Faculty of Islamic Studies and Arabic Languages**, the Heads of Dept, and members of the Faculty Quality Assurance Cell took place from 11.00 am – 12.00 pm in the Faculty Board Room (see Annex 3 for attendance). The Faculty QA Coordinator presented a progress report on the Action Plan prepared by the Faculty to implement the recommendations made in the Review Report on the two BA degree programmes offered by the Faculty. It was noted that the five BA Honours programmes offered by the Faculty have not been subject to external review. The D/QAC noted that in the next review cycle this omission should be corrected. Measures that should be taken now to prepare for the external reviews which are likely to take place in 2022 were discussed.

From 12.00 to 1.00 pm, the D/QAC visited the offices of the Centre for Quality Assurance and was introduced to the staff and the activities carried out by them. In addition to guiding the Faculties with regard to preparation for programme reviews, and follow up in implementing the recommendations in review reports, the CQA is primarily responsible for collating all the supporting documents to be presented to the institutional review panel during their scheduled site visit in February 2020. It was also noted that the CQA is responsible for data entry and analysis for student feedback on academic activities in all faculties, as well as an annual student satisfaction survey. Analysis of the latter is carried out together with the University's statistical officer.

The last meeting for the day, with the **Vice-Chancellor and the Standing Committee of the Senate on Quality Assurance**, took place from 2.00 – 3.00 pm in the Senate Room of the University (see Annex 4 for attendance). The Vice-Chancellor welcomed the Director QAC to the meeting and requested her to address the members of the Committee. The D/QAC summarized the QAC's proposed plan of action in relation to external quality assurance activities for the next 3 – 4 years, and also mentioned the draft documents that have been circulated for feedback from University Senates and Faculty Boards. The DQAC was requested to share copies of the manual that is to be used for review of external degree programmes in 2021. She also explained that during the course of 2020, the QAC will request all universities to map all the qualifications offered by them to the SLQF 2015 version. A template has been developed for this purpose, and all Faculties will be required to use this template to justify the SLQF level for each and every degree programme that is offered at present.

Prof Nilanthi de Silva  
Director, QAC-UGC  
29 November 2019

## Annex 1. Meeting with the IQAC, Faculty of Arts & Culture



Centre for Quality Assurance/CQA,  
South Eastern University of Sri Lanka.

### ATTENDANCE SHEET

Meeting with Prof. Nilanthi De Silva, Director/QAC to discuss the Internal Quality Assurance Activities in the Faculty of Arts and Culture

Date : 29.11.2019

Time : 09.00 AM

Venue : Board Room/Faculty of Arts & Culture.

#	Name	Designation	Signature
01.	Prof. Nilanthi De Silva	Director/QAC/UGC	<i>Nilanthi</i>
02.	Dr. A.Rameez	Dean Faculty of Arts and Culture	<i>A.Rameez</i>
03.	Dr. M.I.S. Safeena	Director/IQAU	<i>Safeena</i>
04.	Dr. S.Anuziya	Head/ Dept. of Social Sciences	<i>S.Anuziya</i>
05.	Mr. M.H.Mohamed Rinos	Head/ Dept. of Geography Co-ordinator, IQAC	<i>M.H.Mohamed Rinos</i>
06.	Dr. M.A.S.F. Saadiya	Head/ Dept. of Languages	<i>Saadiya</i>
07.	Dr. M.M.Fazil	Head/Dept. of Political Sciences	<i>M.M.Fazil</i>
08.	Dr. A.A.M.Nufile	Head/Dept. of Economics & Statistics	<i>A.A.M.Nufile</i>
09.	Dr. A.M.M.Navaz	Head/Dept. of English Language Teaching	<i>Enclosed.</i>
10.	Mr. M.T.Ahamed Azhar	Senior Asst. Registrar/FAC	<i>M.T.Ahamed Azhar</i>
11.	Mr. M.H.Nafir	Senior Asst. Registrar/Secretary/CQA	<i>M.H.Nafir</i>
12.	Dr. S.M. Ayoob	Head/ Sociology	<i>S.M. Ayoob</i>
13.	M.A.K.F. Shakir	Instructor, / Dept. of English Language Teaching	<i>M.A.K.F. Shakir</i>
14.	T. Fatima Sajetha	Lecturer (Prob), Dept. Political Science	<i>T. Fatima Sajetha</i>
15.	Prof. Mani Kumar	Professor	<i>Mani Kumar</i>

## Annex 2. Meeting with the IQAC, Faculty of Management & Commerce



Centre for Quality Assurance/CQA,  
South Eastern University of Sri Lanka.

### ATTENDANCE SHEET

Meeting with Prof. Nilanthi De Silva, Director/QAC to discuss the Internal Quality Assurance Activities in the Faculty of Management & Commerce

Date : 29.11.2019

Time : 10.00 AM

Venue : Board Room/Faculty of Management & Commerce.

#	Name	Designation	Signature
01.	Prof. Nilanthi De Silva	Director/QAC/UGC	
02.	Dr. S.Gunapalan	Dean Faculty of Management & Commerce	
03.	Dr. M.I.S. Safeena	Director/IQAU	
04.	Prof. A.Jahfer	Head/ Dept. of Accountancy & Finance	
05.	Dr. S.Safeena MG Hassan	Head/ Dept. of Management	
06.	Dr. M.B.M.Inshad	Head/ Dept. of Management and Information Technology	
07.	Dr. M.I.Mujahid Hilal	Head/Dept. of Marketing Management	
08.	Mr. M.H.Nafar	Senior Asst. Registrar/Secretary/CQA	
09.	Mr. S.Prashanth	Asst. Registrar/FMC	
10.	Dr. K.M. Mubarak	Coordinator / IQAC	
11.	Dr. A.Hiem	Sr lecturer.	
12.	Prof. F.H.A.Rauf	Professor	
13.	Dr. Z. Raicid	Senior Lectur	
14.	Dr. A. Iffandeem	Lecturer (Prob) in MBT	
15.	M. An. Nussauddin	Sr lecturer	
16.	Saraneema VMAA	Sr. Lecturer	

### Annex 3. Meeting with IQAC, Faculty of Islamic Studies and Arabic Language



Centre for Quality Assurance/CQA,  
South Eastern University of Sri Lanka.

#### ATTENDANCE SHEET

Meeting with Prof. Nilanthi De Silva, Director/QAC to discuss the Internal Quality Assurance Activities in the Faculty of Islamic Studies and Arabic Language

Date : 29.11.2019

Time : 11.00 AM

Venue : Board Room/Faculty of Islamic Studies & Arabic Language.

#	Name	Designation	Signature
01.	Prof. Nilanthi De Silva	Director/QAC/UGC	
02.	Dr. S.M.M.Mazahir	Dean Faculty of Islamic Studies & Arabic Language	
03.	Dr. M.I.S. Safeena	Director/CQA	
04.	Dr. M.I.M.Jazeel	Head/ Dept. of Islamic Studies for	
05.	Dr. A.R.Nasar	Head/ Dept. of Arabic Language	
06.	Mr. M.H.Nafar	Senior Asst. Registrar/Secretary/CQA	
07.	Mrs. T.Sarojidevi	Asst. Registrar/FIA	
08.	Mes. Shathaifa	Senior Lecturer/DAL	
09.	A.M. Razick	Senior Lecturer/DAL	
10.	HMA Hilmy	Senior Lecturer/DAL	
11.	M.D.M. Irfan	Senior Lecturer/DAL	
12.			
13.			

## Annex 4. Meeting with the Standing Committee of the Senate on Quality Assurance



Centre for Quality Assurance/CQA,  
South Eastern University of Sri Lanka.

### ATTENDANCE SHEET

#### Special Meeting of Standing Committee on Centre for Quality Assurance/CQA

**Date :** 29.11.2019

**Time :** 02.00 PM

**Venue :** Board Room/Administration Secretariat.

#	Name	Designation	Signature
01.	Prof. M.M.M. Najim	Vice Chancellor/SEUSL	
02.	Prof. Nilanthi De Silva	Director/QAC/UGC	
03.	Dr. S.M.Junaideen	Dean Faculty of Engineering	
04.	Dr. S. Gunapalan	Dean Faculty of Management & Commerce	
05.	Dr. U.L.Zainudeen	Dean Faculty of Applied Sciences	
06.	Dr. S.M.M. Mazahir	Dean Faculty of Islamic studies & Arabic language	
07.	Dr. M.G.Mohamed Thariq	Dean Faculty of Technology	
08.	Dr. A.Rameez	Dean Faculty of Arts and Culture	
09.	Dr. M.I.S. Safeena	Director/IQAU	
10.	Mr. H. Abdul Saththar	Registrar	
11.	Mr. M.I. Fasil-Ur-Rahman	Bursar	
12.	Mr. M.M. Rifaudeen	Librarian	
13.	Dr. I.Raizal	Director/SDC	
14.	Dr. M.B.M.Amjath	Director/CEDPL	
15.	Mr. M.H.Mohamed Rinos	Coordinator/IQAC/FAC	
16.	Dr. K.M. Mubarak	Coordinator/IQAC/FMC	
17.	Mr. M.F.Nawaz	Coordinator/IQAC/FAS	
18.	Mr. H.M.Ahamed Hilmiy	Coordinator/IQAC/FIA	
19.	Dr. J.A.S.P.Jayakody	Coordinator/IQAC/FE	
20.	<sup>A.D.N.P.KUMARA</sup> Dr. H.L. Abdul Majeed	Coordinator/IQAC/FT	
21.	Mr. M.H. Nafar	Senior Asst. Registrar/Secretary/CQA	