Eastern University, Sri Lanka

SELF EVALUATION REPORT
October 2015

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Vantharumoolai, Chenkalady

List of Abbreviations /Acronyms

BBA	Bachelor of Business Administration
BSc	Bachelor of Science
BBM	Bachelor of Business Administration
CEO	Chief Executive Officer
CEDEC	Centre for External Degrees and Extension Courses
CICT	Centre for Information and Communication Technology
EDP	External Degree Programme
ELTU	English Learning and Teaching Unit
EUSL	Eastern University, Sri Lanka
FA	Faculty of Agriculture
FAC	Faculty of Arts and Culture
FCM	Faculty of Commerce and Management
FHCS	Faculty of Health-Care Sciences
FSc	Faculty of Science
HETC	Higher Education for Twentieth Century
ILO	Intended Learning Outcome
IQAU	Internal Quality Assurance Unit
IR	Institutional Review
MBBS	Bachelor of Medicine and Bachelor of Surgery
OBE	Outcome Based Education
ODL	Open and Distance Learning
SCL	Student Centered Learning
SOP	Standard Operational Procedures
SVCMD	Swamy Vipulananda College of Music and Dance
SVIAS	Swami Vipulananda Institute of Aesthetic Studies
THB	Teaching Hospital Batticaloa
TOR	Terms of Reference
UGC	University Grant Commission
VLE	Virtual Learning Environment

Content

Tables and Figures

Section 1

Vision: Eastern University, Sri Lanka aims to be a national centre of excellence for   higher learning and research with a competitive advantage, responsive to the dynamics of the regional and global conditions.

Mission: The mission is to pursue excellence in teaching, research and dissemination of knowledge through enhancing the institutional capacity, human resource and infrastructure development and good governance to serve socio economic and cultural need of the community.

1. Introduction

This report is the results of Institutional Self-Evaluation processes of Eastern University, Sri Lanka, under taken from July to October 2015 in preparation for an Institutional Review carried out by University Grant Commission Quality Assurance and Accreditation Council (QAA) Sri Lanka. This Self Evaluation Report (SER) is prepared for the documentation of the quality and standards in best practices in the university's programs, services, procedures, and administrative mechanism. This report would be helpful to the peer team to understand the strengths and weaknesses of EUSL, and the areas where the improvements are needed. Further, this report would be informative for any external review process to assess the institution based on the prescribed standard criteria used for the conventional universities in Sri Lanka.

Section 1 includes a brief history of Eastern University, organization structure, SWOT analysis, major changes recommended by last review report and adopted and existing challenges, and self evaluation process. Section 2 includes the ten criteria and standards which have been prescribed in the Manual for Institutional Review of Sri Lankan Universities and Higher Education Institutions published by the University Grants Commission in April, 2015. Section 3 includes analytical remarks in terms of each criterion reflecting self awareness of EUSL of its quality.

1.2 Establishment of the University

The Eastern University, Sri Lanka (EUSL) was preceded by the Batticaloa University College on 1st August 1981 which was began with two Faculties, namely the Faculty of Science and the Faculty of Agriculture. Both faculties were affiliated to the University of Peradeniya. The University College was upgraded to the University status with the additional Faculties of Commerce and Management and Cultural Studies in October 1986. EUSL was established on the 1st of October 1986 by a University Order dated 26th September 1986 issued under section 2 of the Universities Act No. 16/1978. The major milestones are

- Faculty of Cultural Studies was then expanded to include Department of Languages, Department of Social Sciences and Department of Geography and renamed it as Faculty of Arts and Culture in 1991.

- Trincomalee Campus of EUSL was established with effect from 15th June 2001 by Gazette notification dated 6th June 2001 with two Faculties, namely Faculty of Communication & Business Studies and Faculty of Applied Science.

- Swamy Vipulananda College of Music and Dance (SVCMD) which was established in Batticaloa 1981 was attached to EUSL in 1997 and upgraded to the status of degree awarding institute by establishing Swami Vipulananda Institute of Aesthetic Studies (SVIAS) by an Ordinance No.01 of 2005 from 14th March 2005.

- Faculty of Health-Care Sciences (FHCS) was established by Gazette notification on 23rd November 2004. The faculty has unique features compared to other conventional medical faculties in the country.

1.3 Size of the Faculties, Departments, Units and Centres

Presently, EUSL has five faculties such as Faculties of Agriculture, Science, Arts and Culture, Commerce and Management, and Health Care Sciences, include 38 Departments which are offering degree programs for internal students. EUSL also has Centre for Information and Communication Technology (CICT), English Learning and Teaching Unit (ELTU) and Library to provide support service for staff and students in teaching and learning activities. The tables in Appendix provide details and size of the Faculties, Departments, Units and Centre (See Table A1-A8 in Appendix 1).

1.4 Number of Students, Teachers and Administrators and Supportive Staff

Academics are the front line staff who provide the teaching and research functions that represent the university's value achieving its goals. The Table 1 shows the total number of academic staff in the Faculties at EUSL. Out of the total number of permanent academic staff, around 24 % of the staff are in senior grade-I category whereas approximately 40 % are in senior grade-II. However, the percentage of professors is least, indicates 2.5 % of the total academics. There is a significant increase from 65 in 2012 to 101 in 2015 in number of senior grade qualified staff (See Table A10 in Appendix).

At the Eastern University, the functions and performance of the administrative, non-academic and supportive staffs plays a vital role for the smooth function of the institution, and the values of them have to be strengthened to cultivate maximum productivity. Table 2 and 3 show the total number of administrative and supportive staff in general administration and Faculties.

EUSL accommodates students who were selected and admitted in the university system by the UGC. This is accordance with the 'Z-score' as it is in all conventional universities in Sri Lanka. Faculties of Agriculture, and Arts and Culture accommodate students for BSc and B.A programs while Faculties of Commerce and Management, Science and Health Care Sciences accommodate for the degree programs of BBA and BCom, and BSc, MBBS and BSc in Nursing, respectively**.** The current number of students in the faculties is shown in Table 4

Table 1 Number of Academic Staff in Faculties in 2015						
	Faculty					Total
	Agriculture	Arts & Culture	Health Care Sciences	Commerce & Management	Science	
Professor	1	2	0	0	1	4
Librarian	0	0	0	0	0	1
Associate Professor	0	0	0	0	0	0
Senior Lecturer Gr.I	9	8	2	10	9	38
Senior Lecturer Gr.II	14	25	5	9	10	63
Senior Asst.Libraian Gr.II	0	0	0	0	0	3
Lecturer/ Lecturer (Probationary)	4	16	19	2	5	46
Assistant Librarian	0	0	1	0	0	2
Number of Permanent Staff	28	51	26	21	25	157
Temp.Lecturer	0	1	0	0	0	1
Temp.Asst.Lecturer	5	10	1	6	7	29
Temp.Demonstrator	1	0	9	0	14	24
Temp.Tutor	0	0	0	4	1	5
Number of Temporary Staff	6	11	10	10	22	59
Total	34	62	36	31	47	216

	General Administration	Faculties					Total
		Agriculture	**Arts & Culture**	**Health Care Sciences**	**Commerce & Management**	**Science**	
Table 2 Number of Administrative and Non-Academic Staff in 2015							
Registrar	0	-	-	-	-	-	0
Deputy Registrar	2	0	0	0	0	0	2
Medical Officer	1	0	0	0	0	0	1
Senior Asst.Registrar	2	0	1	0	0	0	3
Senior Asst.Bursar	1	0	0	0	0	0	1
Asst.Registrar	3	0	0	1	1	1	6
Asst.Bursar	4	0	0	0	0	0	4
Asst.Internal Auditor	1	0	0	0	0	0	1
Chief Security Officer	0	0	0	0	0	0	0
Personal Secretary to VC	0	0	0	0	0	0	0
Farm Manager	0	1	0	0	0	0	1
Academic Support Grade	10	0	1	1	0	0	12
Security Inspectors	1	0	0	0	0	0	1
Sub-Wardens	5	0	0	0	0	0	5
Technical Grades	4	7	2	7	0	8	28
Clerical & Allied Grade	60	4	8	10	6	4	92
Skilled & Semi-Skilled Staff	75	8	1	6	0	9	99
Laborers	39	14	6	10	4	10	83
Total	**208**	**34**	**19**	**35**	**11**	**32**	**339**

	Faculty						Total
	General Administration	Agriculture	Arts & Culture	Health Care Sciences	Commerce & Management	Science	
Acting Head/Co-coordinator	0	0	0	2	0	0	2
Project Manager	1	0	0	0	0	0	1
Supervisor (Landscape)	1	0	0	0	0	0	1
Works Supervisor	3	0	0	0	0	0	3
Instructor in English	5	0	0	0	0	0	5
Sub-Warden (Full-Time)	9	0	0	0	0	0	9
Nursing Officer	1	0	0	0	0	0	1
Book-Keeper	2	0	0	0	0	0	2
Office Machine Operator	1	0	0	0	0	0	1
Laboratory Attendant	0	0	0	1	0	0	1
Electrician	1	0	0	0	0	0	1
Mason	1	0	0	0	0	0	1
Health Service Labourers	10	0	0	0	0	0	10
Care-Taker	1	0	0	0	0	0	1
TOTAL	**36**	**0**	**0**	**3**	**0**	**0**	**39**

Table 3 Number of Assignment Basis Staff in 2015

Table 4 Number of Students in the Faculties in 2015	
Faculty	**Number of Students**
Arts and Culture	1200
Agriculture	252
Commerce and Management	733
Science	471
Faculty of Health Care Sciences	464

1.5 The Organizational structure

The Organizational structure of EUSL, shown in Figure 1, is in accordance with the organizational structure of conventional universities which are functioning under the University Grant Commission and Ministry of Higher Education of Sri Lanka.

The post of Chancellor is an honorary post nominated by the President. The Chancellor is the Head of the University, holding the office for a period of five years reckoned from the date of his/her nomination, and shall, preside at any Convocation of the University.

The Vice Chancellor of the University is the Chief Executive Officer (CEO) appointed for a term of three years by the President of Sri Lanka, upon the recommendation of the Commission, from a panel of three names recommended by the Council of respective University. The Vice-Chancellor is the Accounting Officer of the University for the execution of policies and measures approved by the Council in relation to the University and, subject to such policies, the direction, supervision and control of the University, including its administration; and for the maintenance of discipline within a University.

The Rector of a Campus is appointed by the Vice-Chancellor of the University to which such Campus is attached. The Rector is a full-time officer of the Campus shall be an academic and administrative Head of the Campus. The Rector is the Chairman of the Campus Board, entitled to convene, be present and speak at any meeting of any other body of the Campus.

The Registrar is the person in charge to the custody of the records and the property of the university and its general administration. The Registrar of a University is appointed by the Council upon the recommendation of a Selection Committee, the composition of which shall be prescribed by Ordinance.

Dean of each Faculty who is a full-time officer of the University and the academic and administrative head of that Faculty is elected by the Faculty Board from among the Heads of the Departments of Study comprising such Faculty, and when so elected, cease to be the Head of the Department of Study concerned.

The Librarian of a University is appointed by the Council upon the recommendation of a Selection Committee, the composition of which as prescribed by Ordinance. The Librarian is a full-time officer of that University and exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him/her by this Act or by any appropriate Instrument.

The Head of a Department of Study can be a Professor, Associate Professor, Senior Lecturer or Lecturer appointed by the Council upon the recommendation of the Vice-Chancellor for a period of three years.

The Bursar of a University is appointed by the Council upon the recommendation of a Selection Committee, the composition of which is prescribed by Ordinance. The Bursar should be, subject to the direction and control of the Registrar, responsible for the administration of the finances of the University, and maintenance of its accounts in such form and manner as may be prescribed by Rules. The Bursar shall have the custody of the funds of the University as well.

The Apex Bodies

The Council is at the apex of the university chaired by the Vice-Chancellor, governs and manages the overall activities of the university. The Council exercises the powers and, performs and discharges the duties and functions conferred or imposed on, or assigned to, the University.

Senate is a deliberative academic body made of members from each faculty, also chaired by the Vice-Chancellor, is responsible for quality and effectiveness of the academic programs, under which the academic responsibilities are decentralized to the respective faculties chaired

by Deans. Heads of the department are also members of the Senate who are responsible for every study program and govern administrative matters at the department level.

A Campus has a Board whose composition is prescribed by Ordinance. The Campus Board is responsible for the internal administration of the Campus, making arrangements for the general well-being of, and the provision of amenities for, persons attached to the Campus; and the performance of any other duties as may be prescribed by Statute.

The Faculty board is another governing body comprising Dean, chairman of the faculty board, Heads of the respective departments and senior lecturers; two members elected by the Lecturers (Probationary) of the Faculty from among such Lecturers; two students elected by the students of the Faculty from among their number; and three persons not being members of the staff of the University elected by the Faculty Board from among persons of eminence in the areas of study relevant to the Faculty. Subject to the provisions of the Act, a Faculty Board exercises, performs and discharges the powers, duties and functions to consider and report on any matter referred to it by the Senate; subject to the control of the Senate, to regulate matters connected with teaching, examinations and research in the Departments of Study in the Faculty.
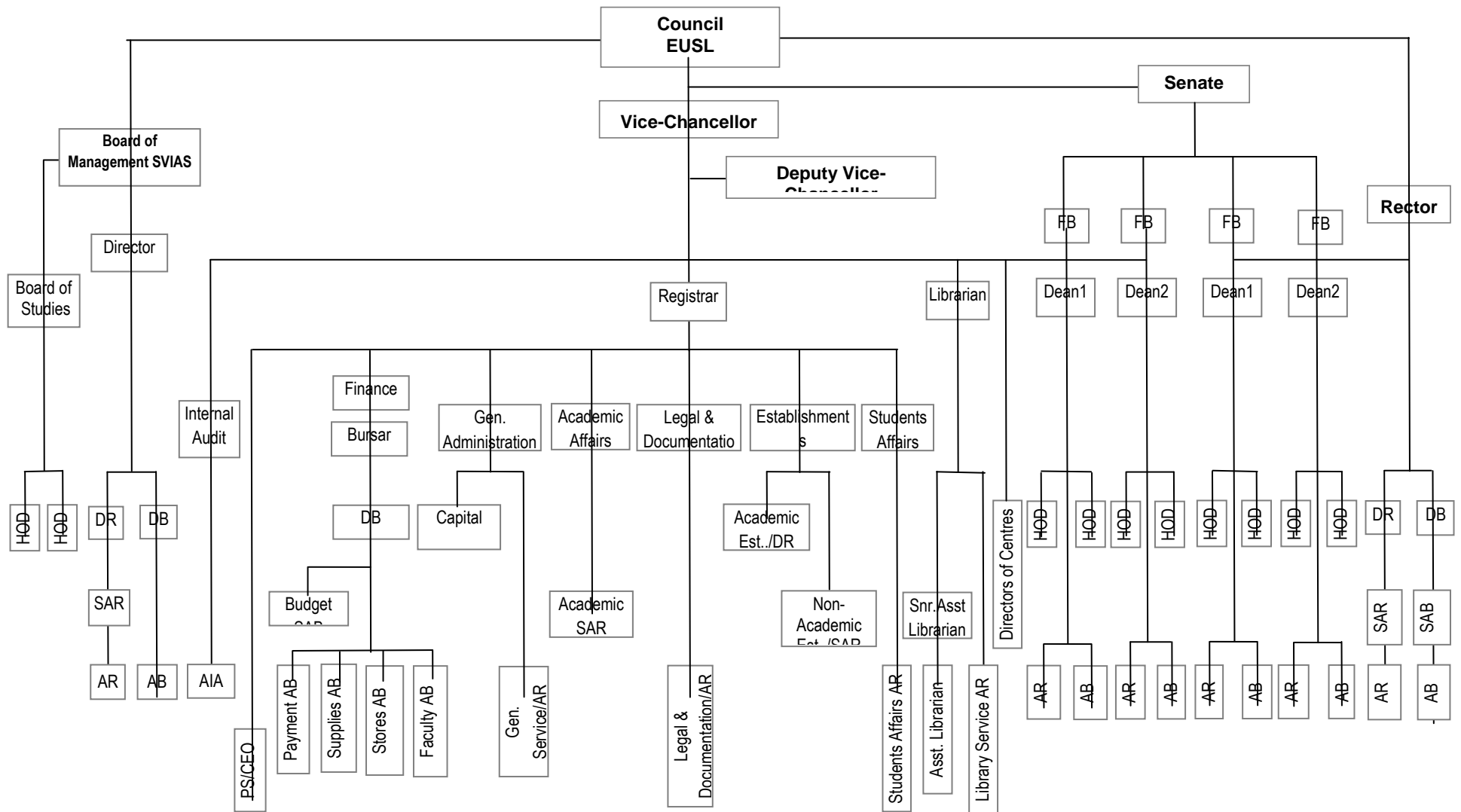
Figure 1 Organogram

1.6 SWOT Analysis

Strengths

- The Batticaloa University College started as a national institution Eastern university remains as a National University and, many of the academic programs offered in English medium.
- The degree of commitment of the staff at all level to achieve Mission and vision of the university.
- Supportive internal and external working and learning environment to the staff and students.
- Staff receptive in the adoption of modern technology in the teaching-learning and administration.
- Development of its arms by the establishment of the Institutes and affiliated campus to provide more service to the students.
- High commitment of the institution to promote co-curricular and extra curricular.
- The commitment of the staff to deliver the expectation of the students with limited resources.
- High motivation of staff and student to be involved in multicultural and multi-religious and ethnic harmony.
- Internationally recognized degree programs and extension of programs to more number of international students.
- Space and funding are available for revising and development of curricula to meet the employers demand.
- Decentralized academic and financial management with TORs and SOPs for the staff**.**

Weaknesses

- Poor cadre provision provided by the UGC in relation to the exponential increase in number of students.
- Inability to fill a certain number of cadres particularly in professorial and senior academic (PhDs) and administrative position.
- Week institutional motivation and heavy teaching load with poor resources becoming a limitation to have more links and collaboration with outside organization.
- Few training opportunities for the academic and non-academic staff outside the country.

- Very few foreign students.

- Absence of faculty of graduate studies to promote thematic research for regional or national development.

- Inadequate facilities for differently-abled students

Opportunities

- Currently peace in the region and the country leading to more opportunities for foreign and local funding for research

- Formation of Alumnus for working for the institution.

- Peaceful and naturally attractive location and surrounding environment for students form diverse culture, foreign students as well as academic exchange programs.

- Applying modern technology in all aspects of the institution.

- Many of the aspects in the region not researched into which provide diverse research areas for students and staff.

Threats

- Imbalance in student enrollment policy in terms of community basis.

- Industries prefer urban based universities to have link programs.

- Emergence of private universities and institutions providing professional courses in the region

- Natural disaster prone area which hinders the maintenance of infrastructure and equipments resulting in the interference in the academic activities and in compounding already existing resources.

1.7 Major Changes since Last Review

The last Institutional Review (IR) was carried out and reported in 2010 where the institutional review team had made some fruitful recommendation to enhance the quality, and safeguard standards at EUSL. Descriptions below give an outline of the degree of adherence to the recommendations given by IR report 2010:

University Goals and Corporate Plan

- A corporate plan for 2015-2018 is in place, which includes SWOT analysis of each faculty, responsibilities and operation of actions.
- With the establishment of Strategic Planning Unit, an internal monitoring mechanism is in place to monitor the identified activities in corporate plan.
- The corporate plan for 2015-2018 which includes the vision and mission has been articulated in print and web to make all stake holders well aware, and the successive meeting and discussions are being conducted for monitoring and evaluation.

Financial Resource Management

- Policies and procedures have been developed which are being practiced.
- A Government Audit Unit has been established within the university whereas the internal audit has also been strengthened by the documentation of SOPs.
- Policies and procedures in relation to financial matters have been revised, documented and being implemented.
- Financial allocation from the treasury for capital and recurrent expenditure has significantly increased compared to previous years especially for the year of 2012, 2013 and 2014 (See Table A12 in Appendix).

Research

- Research and international relations unit has been established to streamline research and foreign collaboration.
- There is an annual increase in grant for research for all the faculties.
- Higher Degrees Committee and Research Committee have been established and functioning at the Senate level.
- By-Laws for higher degree programs have been developed and approved by the Council.
- Some faculties have mechanism to encourage their staff to conduct collaborative researches, and outreach of output to the community.

Quality Management and Administration

- Compositions of all statutory bodies have been revised and TORs developed and distributed.
- Terms of References which include duties and responsibilities for employees have been issued.

- There is a transparent mechanism is in practice in relation to financial allocation by Treasury, and breakdown of allocations to the faculties and units. Problems in channels of communication have been rectified.
- Leave and Awards Committee properly functions as a sub-committee of the Senate.
- Senior Management committee is in place and meets twice in a month.
- Approved University Calendar and Management Guide for University Employees which includes By-Laws, SOPs and TORs are in print and on web. Copies have been distributed to all staff.
- Administrative staff have attended a number of workshops and training programs with regard to rules, regulations, By-Laws and establishment codes were arranged with in and out of the university.
- Faculties adopt the practice to invite respective heads/representative of Library, Units and Centres.

Quality Assurance

- Awareness workshops on good practice and standards in IR manual have been conducted and few are in still in progress
- All statutory bodies have space to discuss matters in relation to quality assurance making staff aware of importance of quality assurance.
- Subject review recommendations have been addressed by many departments
- Some faculties have taken steps to synchronize the semester and some other strategies are in practice in order to minimize delays in release of results.

Learning Resource and Student Support

- Some buildings for ELTU, Faculties of FAC, FCM, Science, SVIAS and CEDEC were constructed/ renovated.
- Library has been enhanced with capacity to cater more number of students in new building with the improvements of number of collections in books, periodicals and ICT facilities.
- New Buildings with increased capacity for FAC and FHCS have been constructed.
- Facilities for teaching and learning have been enhanced in all faculties through both HETC project and University funding.
- Physical Education Department received new building with equipments to facilitate students' sports activities.

- To some extent, laboratory facilities have been enhanced in the faculties of Health Care Sciences and Science.
- CICT has extended its service to SVIAS and FHCS with facilitating, monitoring and updating the services.
- In FHCS steps have been taken on purchasing equipments for lab, a number of staff have already been recruited and space of histology lab has been extended to accommodate more students.
- At present University units are functioning at the Teaching Hospital Batticaloa (THB). Consultant specialists attached to the faculty for the disciplines of Medicine, Surgery, Pediatrics and Gynecology& Obstetrics are being in-charge for the respective university units functioning at the THB. In addition construction work is in progress to complete the six storied building accommodate all the university teaching units.
- At present Peace Medicine is conducted as a non-credit co- module in both MBBS and BSc Nursing curriculum.

External Degree Programs

- BSc Nursing, BBM and BA with new curricula have been prepared for external degree programmes based on OBE.

University/Industry/Community/Other Extension Activities

- University Industrial Interaction Cell has been established but functions are limited. Some Faculties have their own Industrial linkage Unit.

1.8 Challenges for Safeguarding Academic Standards and Quality of Students Learning Opportunities.

Though, the above mentioned positive changes in the line of adopting best practices in the University, there are still some challenges that are realized and to be attended very seriously if the institution wanted to be taken into the standard of what most of the higher institutions have at national and international level.

- Permanent key carder positions have been vacant and not filled so far in the University. For instance, the carders for Registrar, Bursar, and Director career guidance.
- Total number of non-academic staff has declined from 339 to 295 during 2012 to 2015 (See Table A10 in Appendix).

- There are no well established linkages to encourage junior academics to precede their PhD programs.

- Ensuring and get adopted of all academic staff in best practices in terms of Quality Assurance and Accreditation Units at the university as well as in faculty level which is immensely needed to maintain and monitor the quality of the degree programs in the institution.

- Lack of clear generalized mechanism motivating and rewarding the staff for excellence in teaching, research and outreach, and other innovative activities among administrative and academic staff.

- Inadequate infrastructure and human resources to conduct extensive research which has been lacking in the research culture in the institution.

- No clear mechanism and policies developed to attract and sustain academic and administrative staff to the University.

1.9 The Self Evaluation Process

The self evaluation process was initiated by a steering committee nominated by senate EUSL, comprising 10 members: Dr. T. Bhavan (Chairman), Senior Lecturer G II, Faculty of Commerce and Management; Dr. F. C. Ragel, Senior Lecturer G II, Faculty of Science; Dr.P.Peratheepan, Senior Lecturer G II, Faculty of Science; Dr.T.Mythreye, Senior Lecturer, G II Faculty of Health Care Sciences; Mr.N.Rajeshwaran, Senior Lecturer G II, Faculty of Commerce and Management; Mrs.T.Krishnal, Senior Lecturer G II, Faculty of Agriculture; Mr.M.S.M.Nafees, Senior Lecturer G II, Faculty of Agriculture; Mr.T.Ramanan, Senior Assistant Librarian; Mr.P.Sachithanantham, Senior Lecturer G II, Faculty of Arts and Culture.

As a first step, the steering committee was processed with capacity building with institutional leadership to get input and guidance, where the team members were educated with materials and guidelines that had been prolifically useful during the writing part. As second step, the steering committee had a couple discussions to get clear idea over the each standard prescribed in Manual for Institutional Review of Sri Lankan Universities and Higher Education Institutions. Subsequently , each criterion was allocated to each member such a way that Dr.T.Bhavan for Criterion 1; Dr. F. C. Ragel for Criterion 2; Mrs.T.Krishnal for Criterion 3; Mr.M.S.M.Nafees for Criterion 4; Dr.P.Peratheepan for Criterion 5; Mr.T.Ramanan for Criterion 6 and 10; Mr.N.Rajeshwaran for Criterion 7; Mr.P.Sachithanantham for

Criterion 8; Dr.T.Mythreye for Criterion 9. As third step, all relevant administrative officers were informed by letters and in Senate by CEO about their role to support to the team members in terms of giving data and information whenever they request. As fourth step, each member in steering committee started their work having a preliminary discussion individually with all relevant stakeholders at their office to make them aware further and collect relevant information. Therefore, each member of the steering committee formed their own team according to their need and criterion allocated for.

The preliminary discussions carried out with all Deans, Heads of the Department, Librarian and Senior Assistant Librarians, Directors of the Centres and Units, Acting Registrar, Deputy Registrars, Senior Assistant Registrars and Assistant Registrars to make them aware on the report and confirming the availability of the documents necessary for the report. The team members in the steering committee worked enthusiastically and completed each standard prescribed in each criterion. The evidence collection process for the claims in each standard was done by the steering committee with the support of sub-committee members; subsequently a draft report was prepared by the team and submitted to Competent Authority and respective Deans of the Faculties. A meeting was convened thereafter for all Senate members and Administrative staff at the University at Board room on 19th Sept, 2015 where the first draft was projected to incorporate suggestions of the members. The second and third meetings were convened on 24th & 29th Sept, 2015, respectively, for Senate members to get more input to modify the aspects in each standard. Subsequently, the team members gathered a number of times to accomplish revisions to draft the final version of the report and the completed Self Evaluation Report is submitted in October 2015 for Institutional Review.

Section 2 Criteria and Standards

Criterion 1-Governance and Management		
Standard No.	**University/HEI'S Adherence to the Standard**	**Documentary Evidences to Support the Claim**	**Code No. of the Document.**
1.1	The governing structure of the Eastern University is made of the Council, Senate and five Faculty Boards accordance with the University Acts Part IV & Part VII. The Trincomalee Campus and SVIAS function according to the Ordinance. Distribution of power of the Vice-Chancellor, Deans, Registrar, Rector, Director and Librarian are accordance with the University Acts Part V The Organogram (see page no.15) of the University illustrates the positions and responsibilities and the lines of reporting. The roles and responsibilities of committees and individuals have been documented as Terms of References (TORs) and standards operation procedures. The students' rights and responsibilities and disciplinary guidelines and By-Laws have also been documented and being practiced.	Universities Act Part IV (No.16 of 1978) Universities Act Part V (No.16 of 1978) Universities Act Part VII (No.16 of 1978) University Calendar developed in Aug.2015 Management Guide for University Employees Part I and II-developed in Aug-2015. University Organogram updated in Aug. 2015 UGC Circular 1985/199	C1/UA/P.IV/No.16,1978 C1/UA/P.V/ No.16,1978 C1/UA/P.VII/ No.16,1978 C1/UC/2015 C1/MGUEP/ Aug.2015 CI/ORG/ 2015 C1/UGC.Cir./1985 & 1998

	All the academic operational and other details and By-Laws have been documented as Academic calendar-2015		
1.2	The Eastern University has its Corporate Plan for the period of 2014-2018 incorporates rolling strategic plan and action plan for the five years. The strategic plan is complying with the prescribed strategies and policy recommendations by the National Higher Education Policy Framework.	Corporate Plan 2014-2018 Council Minutes-252nd, 2015 Action Plan and Strategic Plan 2015 National Higher Education Policy Framework-2009.	C1/CP/2014-2018 C1/CM/252nd , 253rd C1/AP-SP/2015 C1/NPF/2009
1.3	The Vision and Mission statements are clearly defined and reflect the university's commitment over the national, regional and international trend and articulated through the University web and print.	Corporate Plan 2014-2018 www.esn.ac.lk Students Handbook University Calendar-2015.	C1/CP/2014-2018 C1/Uni.Web/2015 C1/SHB/2013 C1/UC/2015

1.4	The recent initiation of reforms on decentralization of administration to faculty and other levels, which is being implemented at present, has facilitated effective leadership.	Organogram of Eastern University. Management Guide for University Employees Part I and II-developed in Aug-2015 University Calendar-2015 By-Laws Corporate Plan 2014-2018 Action Plan and Strategic Plan 2015	C1/ORG/ Aug. 2015 C1/MGUEP/ Aug.2015 C1/TORs/2015 C1/UC/2015 C1/BL/2015 C1/CP/2014-2018 C1/AP-SP/2015
1.5	Through a committee structure in place such as Council, Senate, Faculty Boards and ad-hoc committees participatory system in place for systematic planning with the relevant stakeholders in alignment with the corporative and strategic plan. Through the terms of reference for the committees and their members responsibility and accountability have been assigned them (from September, 2015).	Meeting records: Strategic Planning Unit. Minutes of the Council Minutes of the Senior Management Committee Meeting and Discussion Documents at Faculty level. Faculty Board Minutes	C1/Rec.SPU/2014-2015 C1/CM/252nd , 253rd and 254th C1/MC/9th C1/Docs.Faculty/CP C1/FM/FCM C1/FM/AGRI C1/FM/ARTS C1/FM/FHCS

| 1.6 | There is a complete mechanism and approved procedures implementation to monitor and ensure efficiency and effectiveness of policies and strategies, and actions plans which are being implemented at the institution. | Minutes of the Council
Minutes of Senate
Corporate Plan 2014-2018.
Faculty Board Minutes
Minutes Management Committee
Research and Publication Committee Minutes.
Minutes of Finance Committee | C1/CM/252nd , 253rd and 254th

C1/MS

C1/CP/2014-2018

 C1/FM/FCM

C1/FM/AGRI

C1/FM/ARTS

C1/MMC/

C1/RPCM/24th .2015

C1/MFC |
| 1.7 | Financial allocation is explicit and transparent.
The resources are not used according to the action plan. | Annual Budget of the Faculties
Minutes of Finance Committee
Action Plan and Strategic Plan 2015
Financial and Physical Progress of Equipment, Books vote and Supply of Chemicals 2015. | C1/Annu.Budget/

C1/MFC/55th

C1/CP/2014-2018

C1/AP/2015

C1/FPPE/2015 |

1.8	Procurement system is effective according to the procurement policies and guidelines. But, operationally ineffective leading to undue delays in procurement. The lack of expertise among the university technicians to maintain equipment results in outsourcing which leads to delays.	Management Guide for University Employees Part I and II-developed in Aug-2015 Procurement Committee Minutes (Major) Procurement Committee Minutes (Minor) Minutes of Technical Evaluation Committee (Major and Minor) Reports: Annual Board of Survey Minutes of Finance Committee Minutes of Council GRNs SRNs Fixed Asset Register(Master Inventory Register)	C1/MGUEP/ Aug.2015 C1/PCM/Major C1/PCM/Minor C1/TECM/Major C1/ABS/2013 C1/MFC/55th C1/CM/252nd C1/GRN C1/SRN C1/FAReg.
1.9	The University financial procedures are compliance with the requirements. The institution complies with the financial regulations, monitoring and reporting accordance with University Acts, Financial Circulars, and SOPs for financial management, and TORs of Standing and other Ad-hoc Committee included in Management Guide for University Employees Part I and II-developed in August 2015.	Financial Statements 2014. COPE Minutes Audit Committee Minutes Financial Circular PED/19 of 19th December 2003. No: 2/2004 in terms of section 106 (i) and 107(ii) (b) of the Universities Act No: 16 of 1978 and section 13(6) of the	C1/FS/2014 C1/COPEM/50th and 202nd /2011 C1/ACM/38th /2014 C1/F.Cir./No.2/2004 C1/UA/XIII/No.16,1978

		Finance Act no: 38 of 1971. University Acts XIII, No.16 of 1978 Management Guide for University Employees Part I and II-developed in Aug-2015	C1/MGUEP-PI&PII Aug.2015
1.10	Currently not available. Initiatives are being taken towards developing policies.	--	--
1.11	Internal auditing system does not monitor the governance and management. The audit committee monitors the operational activities such as recruitment, promotion and financial operations. External auditing system through the Auditor General is in place for all activities where auditors' reports are answered by the institutions through the audit committee and the Council, and answers forwarded to the Auditor General.	Management Guide for University Employees Part I and II-developed in Aug-2015. Reports to COPE-50th and 202nd Audit Committee Minutes-38th Financial Circular, No.2, 2004 Reports from External Audit	C1/MGUEP-PI&PII Aug.2015 C1/COPEM/50th and 202nd /2011 C1/ACM/38th /2014 C1/F.Cir./No.2/2004 C1/EAR/2015

1.12	Leadership towards performance outcome is in place although importance is also given to processes and input. With the revision of curriculum towards outcome based education there is more commitment among the staff. In terms of graduate output there is room for improvement. Publications in refereed journals are on the increase.	Strategic Plan and Action Plan-2015 Staff participatory records on outcome based curriculum revision-2015. Staff profile	C1/SP-AP/2015 C1/Rec.OBCR/2015 C1/Staff.Pro.
1.13	Currently a complete MIS is not available. Focal point for UGC MIS system has been assigned to EUSL who will initiate MIS for EUSL. Fixed assets system has been developed and data is being entered.	Records from CICT	C1/Rec.CICT/MIS
1.14	ICT in application for accounting, stock issuing, salaries and overtime purpose. E-mail and Wi-Fi system are in operation. Multimedia is being used in Teaching-Learning. A system is available for automated library system. E-resources are accessible for staff and students.	Records in relation to use of ICT by management. Records in relation to use of ICT in research and Development Records in relation to use of ICT in teaching and learning activities. HETC record for Wi-Fi setup Board of Survey Report of Faculties and Departments.	C1/RECs.ICT.Mgt C1/RECs.ICT.R&D C1/RECs.ICT.TLA C1/Rec.WiFi./HETC C1/BoRF.Dept/2013

1.15	Staff and students have access to efficient and reliable networked computing facilities. Staff have been trained in LMS and students are being gradually trained.	HETC record for Wi-Fi setup CICT records for network monitoring and Student network usage documents (User ID) Board of Survey Report of Faculties and Departments. CICT and HETC records on staff students LMS training.	C1/Rec.WiFi./HETC C1/RECs.Net.Mon/CICT C1/BoRF.Dept/2013 C1/Rec.LMS/CICT & HETC
1.16	The manual of examination procedures deal with academic honesty and integrity, conflict of interest and ethics. Academic honesty and integrity, conflict of interest and ethics with respect to s tudents have been stated in students' charter which will be distributed from 2016. Ethical guidelines in research are available for the Faculty of Health Care Sciences with functional ethical committee.	Manual of Examination Procedures Management Guide for University Employees Part I and II-developed in Aug-2015 University Calendar-2015 Students Charter-2016 Ethical Guidelines-FHCS	C1/MEP C1/MGUEP-PI&PII Aug.2015 C1/UC/2015 C1/SC/2016 C1/EG-FHCS
1.17	Recruitments procedures are transparent as per UGC circulars, guidelines and establishment letters. Adequacy can not be met due to the inadequate cadre provisions given by the UGC to the university.	University Acts Part X No.16 1978 UGC Circular No.721 UGC Circular No.935 Memo to Senate/ Minutes	C1/UA/PX/ No.16,1978 C1/Cir./No.721 C1/Cir./No.935

	Hitherto efforts taken to retain staff have been limited. With the recent reforms in management structure and operation (2015) this is being positively addressed. The restructured and strengthened the Staff Development Centre (SDC) has taken the responsibility to build the capacity of staff at all level of the institution.	Council Minutes News paper advertisement Evaluation form of Selection Board. Management Guide for University Employees Part I and II-developed in Aug-2015 Activity report based increment form. Action Plan and records from Staff Development Centre(SDC	C1/SM.M C1/CM C1/NPAd./2015 C1/Ev.F/SB C1/MGUEP-PI&PII Aug.2015 C1/Inc.Frm/ C1/RECs.SDC
1.18	The roles and responsibilities of staff have been clearly defined in Management Guide for University Employees, communicated through print and web sides, focus group discussions, and being implemented.	Management Guide for University Employees Part I and II-developed in Aug-2015. Records of Focus Group Discussions	C1/MGUEP/ Aug.2015 C1/Rec. FGD
1.19	The work norms for academics are being in process. For other categories of staff the norms have been conveyed through SOPs.	Management Guide for University Employees Part I and II-developed in Aug-2015	C1/MGUEP/ Aug.2015
	Specific staff performance appraisal and management system is not in place.	Annual increment forms UGC Circular N0.791	C1/Inc.Frm/

1.20	Promotions are based on annual increments forms and UGC circulars.		C1/Cir.UGC/No.791
1.21	Revisions of curriculum in the University are in compliance with SBS, SLQF and Codes of Practice. Credit transfer mechanisms is not in place yet	Sri Lanka Qualifications Framework Student handbook Faculty Board minutes QIG/BSc curriculum evaluation Documents.	C1/SLQF/2015 C1/SHB/2013 C1/FM/SCI C1/Curri.Doc.QIG/BSc
1.22	EUSL is adopting the national QA policy and framework. It is effectively communicated through print distributed to all academic and administrative, training workshops within and outside of the university, and focus group discussions.	Minutes of Senate Minutes of faculty board Corporate Plan 2014-2018. Records of focus group discussion and workshops.	C1/SM.QA C1/FM.QA/SCI C1/FM.QA/FCM C1/FM.QA/AGRI C1/FM.QA/ARTS C1/RECs.QA C1/CP/2014-2018

1.23	A rewarding system in place to promote research at university level. No reward system in place for curriculum development, teaching and learning. Initiatives are being taken for rewarding community engagement activities.	Research Conference records	C1/Rec.Int.Conf.
1.24	For international students recruitment EUSL is following the policy and guidelines i ssued by the UGC.	Student charter-EUSL-Developed in Aug.2015 UGC Circular No.633 Minutes of the Faculty Board	C1/SC/2015 C1/Cir.UGC/No.633 C1/FM.Int.S
1.25	Disciplinary procedures are in place for students (By-Laws) and for staff (E-code of the UGC and the government establishment code). The By-Laws and handbooks for students are distributed at the time of enrolment. The university addresses the grievances and appeal as expeditious as possible.	Management Guide for University Employees Part I and II-developed in Aug-2015 Student Charter-2016 University Clendar-2015 (pg.150, 164 and 186) Disciplinary By-Law 2011 Minutes of Disciplinary Committee Meetings Selection of students union By-Laws and	C1/MGUEP-PI&PII Aug.2015 C1/SC/2016 C1/UC/2015 C1/BYL.Dis/2011 C1/M.BRD/2015 C1/St.Uni.BYL

		Act implemented by the UGC No.1, 1989 based on the No.16 1978	C1/Act. St.Uni /No.16,1978
		Minutes of the Senate	C1/MS.BRD
		Minutes of the Council	C1/MC.BRD
		E-code of the UGC and the government establishment code	C1/E-Code
1.26	Initiatives are being taken to recognize parity of esteem through using the same curriculum for internal and external students	Records from CEDEC	C1/Rec.CEDEC
1.27	Welfare schemes are available for all constituents.	UGC Financial Circular/06.2015 UGC Financial Circular/04.2014 UGC Financial Circular/04.2012(I) Commission Circulars No.600, 747, 485, 441 and 433	C1/UGC.Cir./06.2015 C1/UGC.Cir./04.2014 C1/UGC.Cir./04.2012(I) C1/COMM.Cir/ No.600, 747, 485, 441 and 433
1.28	The university has no policy, strategies and action plans for GEE and SGBV. There were some initiatives have been taken by University Teachers Association (UTA).	Documents from UTA	C1/Doc.UTA
1.29	The university compliance with Acts and UGC	Management Guide for University	C1/MGUEP-PI&PII

	Circulars, and takes preventive measures through student counselors, wardens, security officers and academia.	Employees Part I and II-developed in Aug-2015	Aug.2015
		Student charter-2016	C1/SC/2015
		Disciplinary By-Law 2011	C1/BYL.BRD/2015
		Minutes of Disciplinary Committee Meetings.	C1/M.BRD/2015
		UGC Circular 919.	C1/Cir./919
		Faculty level Students Councilors Records	C1/SC/FCM
			C1/SC/ARTS
			C1/SC/SCI
			C1/SC/AGRI
			C1/SC/FHCS

Criterion 2-Curriculum and Programme Development		
Standards	**University's Adherence to the Standards**	**Documentary Evidence to Support the Claim**	**Code No. of the Evidence Document**
2.1	Programme outcomes and the respective graduate profiles are aligned with mission and goals of the university. The course ILOs are being developed to align with programme outcomes and graduate profile. The approval of the new courses/curriculum is done by the University Council upon recommendations by Faculty Board, Curriculum Committee and the Senate. There have been regular curriculum revision cycles of about 5 years in some faculties. However, there had not been an organized mechanism for regular monitoring and review of programmes. Initiatives will be taken to develop criteria for approval and formalize the system at different levels of authority, and it will be monitored for enforcement.	Corporate Plan 2014-2018 University Calendar-2015 Course ILOs being developed by FCM & FAC Course ILOs being developed by FSc Minutes of Faculty Boards Minutes of Curriculum Revision Committee Senate Minutes Council Minutes E.g: Curriculum document of FAC approved at 258th Senate on 20-2-2015 Prospectus 2010-2013 & 2014-17 of FA	C2/CP/2014-2018 C2/UC/2015 C2/Course ILOs/FCM C2/Course ILOs/FAC C2/Course ILOs/FSc C2/FM C2/CRCM C2/SM/258th C2/CM C2/Prospectus/FA/2010-13

		Prospectors of FAC Documents on workshop organized by FA		& 2014-17 C2/Prospectus/FAC C2/Docs/Workshop/FA
2.2	The University provides format/template provided by UGC to the faculties to present the newly developed degree programmes. No mechanism is at present to assess programmes, and initiatives are being taken to build the capacity of academic staff through SDC.	UGC Template SDC Action Plan and Training Brief		C2/Template/UGC C2/AP&TB/SDC
2.3	Revision of Curriculum has made use of the reference points SLQF, SBS and IR Manuel. Faculties have obtained external stakeholders' (industries, employers, professional bodies) opinion and/or used existing data on national needs and done thorough situational / root cause analyses before curriculum development.	Prospectors (2014/15) by FAC and documents of relevant meetings FA Prospectors 2010-13 TORs (FSc) for Subject Consultants, Framework Consultant & for workshops/meetings FSc Minutes of curriculum revision workshops in Jan 2015; and web link QIG blog for meeting details (http://www.fsc.esn.ac.lk/qig/Workshop_on_Modernizing_the_Curriculum.ht		C2/Prosp.15/FAC C2/Prosp. /FA /2010-2013 C2/TORs/QIG/B.Sc. C2/UGC/Science C2/Stand.Com.Handbooks C2/Progress Report/Senate & Council C2/Progress Report/HETC C2/Opinion Questionnaires/FCM

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			C2/Proposals /Grants
		ml)	
		Progress reporting at the Senate/Council	
		Progress review reports to PPDU-HETC	
		Opinion questionnaire from graduates, employers expectations on graduates profiles through reference to advertisement; meetings with stakeholders(FCM)	
		IRQUE Proposal, B.Sc.(Agri);QIG Initial Proposal (IP) – B.Sc.,BBA, B.Com; QIG Comprehensive Proposal (CP) - B.Sc., BBA , B.Com. & BA; IDAS proposal of BA	
2.4	The university at present adopts OBE and SCL approach for design and development of curricula and has conducted workshops and trainings for Staff at Faculty and University level through SDC, and at the	Documents: OBE Workshop resourced by Dr. Gominda Ponnamperuma for staff from all Faculties in April 2013.	C2/Docs.Workshop/OBE/ April, 2013 C2/Docs.Workshop/SCL/

	system level sponsored by the HETC: • Faculty of Healthcare Sciences had incorporated the OBE features from the inception 7 years back and had been practicing, and at present, initiatives have been taken for improvement. • Faculty of Arts & Culture (FAC) had revised curriculum incorporating ILOs and SCL into the Teaching-learning and evaluation strategy (approved at 258th Senate held on 20th Feb 2015 and is being implemented from April 2015). • Curriculum based on OBE developed for External Degree programmes offered by the Faculties of Commerce & Management, Healthcare Sciences and Arts & Culture await approval at Senate. • FSc has taken initiatives to adopt OBE and SCL in present curriculum revision process.	Documents: Workshop for all EUSL academics on SCL resourced by Dr. Sunil Jayantha Navaratna, Dr. Gominda Ponnamperuma & Dr. Vishaka Nanayakkara on 26th Feb 2014. Documents: Two days 'Intensive Residential Training Program' on SCL for 50 Academics from all faculties (including Heads & Deans)" organized by Staff Development Centre, WUSL in Mar 2014. Documents: Curriculum Development Workshop at 'Suthu Araliya' hotel on 11th Jun 2014, organized by FAC Documents: Conducted Training/ Workshop on LMS for all academics and students of EUSL.	Feb, 2014 C2/Docs.Training/SCL/ Mar, 2014 C2/Docs.Curri.Dev.Worksh op/FAC/June, 2014 C2/Docs.Workshop/LMS C2/Docs.Workshops/ODL &OBE C2/Docs.Workshop/OBE/ Jan-Apr, 2015 C2/Docs.Curri.Dev/Nomin. C2/SM C2/Course Mat/OBE C2/Agenda/OBE C2/ToRs/Curri.Dev/BSc

		Documents: Workshops resourced by Prof. Uma Coomaraswamy & colleagues on ODL & OBE (Two-days at Hotel East Lagoon; One-Day at EUSL, etc.). Documents: OBE Workshop resourced by Prof. Deepthi Bandara for staff FSc held on 19th & 20th Jan & 1st Apr 2015. Documents: Curriculum documents developed by the Faculties, and Reviewers nominated by the Senate. Agenda & Minutes of meetings; copies of course materials being developed incorporating OBE. TORs for consultants on curriculum development(B.Sc.)	

2.5	Curriculum revision for internal programmes will conform to the principle of constructive alignment. External degree programmes and certain faculties are already in place. Graduate profiles have been developed by all faculties. Course ILOs alignment with graduate profile has been done by two external degree programmes by FCM & FHCS. Faculty of Science is in the process of developing the alignment blue print with the assistance of 7 consultants for internal programmes	Samples of curriculum being developed University Calendar 2015 TOR for consultants	C2/Sample Curriculum C2/UC/2015 C2/TORs C2/Graduate profile/FCM & FHCS
2.6	Initiatives have been taken to develop programme specifications (with course ILO alignment) and part of it is included in the Academic Calendar.	Academic Calendar (for Graduate profile and Programme outcome developed for all faculties). Samples of Lesson Plans (ILOs, course contents, teaching-learning & assessment strategies) developed so far by faculties TORs for Framework consultant on curriculum development(B.Sc.)	C2/Academic Calendar C2/Sample.Lesson Plan

2.7	Programme specifications are being communicated by handbooks of respective Faculties in print and Faculty websites.	Prints of Handbooks; Academic Calendar Uploaded to website http://www.fsc.esn.ac.lk/handbook.html	C2/HB C2/ Academic Calendar
2.8	Curriculum and contents are up-dated usually every five years taking into consideration the recent development in pedagogy, professional standards and advances in discipline.	Prospectors 2014-17 after 2010-13 TORs for subject consultants (B.Sc. & BBA).	C2/Prospectus/2014-17 C2/ToRs/Sub.Const/BSc & BBA
2.9	Revision of the curriculum in all Faculties in progress focusing on constructive alignment based on OBE concept, which would enable achievement of learning outcomes through prescribed teaching-learning and assessment strategies.	TORs for framework consultant & for workshops (FSc). Agenda of the workshops conducted. Minutes of Faculty Boards/Senate Progress Reports at Senate/Council.	C2/ToRs/Workshop/ Frm.Cons. C2/Agenda/Workshops C2/SM C2/FM C2/CM
2.10	The faculties offer supplementary courses such as professional, inter-disciplinary & multidisciplinary and that revisions are in progress has enhanced the scope.	Copies of handbooks highlighting the courses offered. Copies of recent updates being done (FSc).	C2/Copies/HB C2/Copies/Updated

2.11	For the internal programmes there is no mechanism at present. Initiatives will be taken to address this issue. Initiatives have been taken for External degree programmes of Faculties of Agriculture, Science, Commerce & Management are discontinued and measures have been in place for continuing for already enrolled students.	Faculty Board Minutes; Evidence for any additional support and special examinations held	C2/FM C2/Docs.Spl.Exm.
2.12	Initiatives are being taken to develop instruments to measure output/outcomes of the programmes.	--	--
2.13	It had been on ad-hoc basis and measures are being taken to regularize. Faculty of Agriculture has been maintaining records.	Evidence from FA	C2/Docs.FA
2.14	Monitoring had been on ad-hoc manner. Monitoring will be in place with the new initiatives in the IQA structure and mechanisms.	Critical analyses on programmes when grant proposals are submitted (QIG-B.Sc., BBA, B.Com, IDAS-Arts)	C2/Docs.Critc.analyses/ BSc; BBA; BCom; IDAS
2.15	There have been periodical reviews done by some faculties. Both subject/programme reviews have been completed by the UGC-QAAC.	Evidences from faculties Subject/Departmental Review Reports by UGC-QAAC	C2/Docs.Evidence/Faculties C2/Reports/Sub.Review/ UGC-QAAC

Criterion 3-Teaching and Learning			
Standard No.	**University/HEI'S Adherence to the Standard**	**Documentary Evidences to Support the Claim**	**Code No. of the Document.**
3.1	Faculties adopt teaching and learning in accordance to lesson plan, which is being strengthened through present curriculum revision, incorporating Outcome Based Education/Problem Based Learning. In that line, the study programs incorporate teaching and learning plans in an interactive environment such as case studies, individual and group presentations, field studies and computer practical, tutorials, presentations, field visits, guest talks, workshops and seminars, assignments, report writing and group activities. Some of the faculties follow independent learning methods and they were given certain weightage for the final examination. The final year research project develops students their self-confidence and critical thinking. All Faculties maintain regular attendance of students for lecture classes, tutorials, practical and clinical.	Teaching plan Record of attendance for lecture class Record of attendance for practical Student log book Portfolio Minutes of Faculty Boards Minutes of Senate	C3/ TP/ AG C3/ TP/ COM C3/ A/ L/ ARTS C3/ A/ L/ COM C3/ A/ L/ AGRI C3/ A/ P/ AGRI C3/ LB/ AGRI C3/LB/ MED C3/ P/ AGRI C3/ P/ ARTS C3/ P/ COMM C3/FM/ COM/203rd

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			C3/ SM/ 253rd
			C3/ SM/ 247th
3.2	University adopts the policy towards Student-Centered Teaching and Learning. Staff were trained frequently on student centered learning. Workshop on SCL held on 26th, Feb, 2014 at EUSL and on 29th and 30th, May, 2014 in University of Wayamba. Training programs on instructional design and lesson writing held on 21st, July and 11th, Oct 2015. Student satisfaction surveys are carried out in an organized manner in all faculties. But a formal peer observation system is not in operation in any faculties. However, the practical sessions conducted by the Assistant Lecturers, Demonstrators and Tutors are peer observed by the Senior staff members. Every aspect of infrastructure support for learning which include number of staff, space, library facilities, IT facilities etc. are optimally utilized by Faculties. Faculty of Agriculture has its own library and a computer unit.	Records on workshop on Strategic Planning and Student Centered Learning held on 26th February 2014 resourced by Dr. Sunil Jayantha Nawaratne/ Secretary, Ministry of Higher Education Records on Training program Instructional design and lesson writing, conducted by CEDEC / EUSL- resourced by Prof. Uma Coomaraswamy, EUSL on 21st July and 11th Oct 2015 Records on workshop on Student Centered Learning for academic staff in University of Wayamba on 29th and 30th, May, 2014 Student satisfaction surveys	C3/WS/ SP/ 26/ 2/ 2014 C3/TP/ SCL/ 21/ 07/ 2015 C3/ SCL/ SEN/ 250 C3/ S/ COM C3/ S/ ARTS C3/ S/AGRI C3/ S/ AGRI C3/ S/ COM C3/ R/ AGRI/COMP C3/ R/ AGRI/ LIB

		QIG/BBA, on use of study cubic	
		Records on BSc-mechanical workshop/laboratory equipments for students projects	
		Records on active learning-. utilization of computer laboratories	
		Records on active learning-. utilization of library.	
3.3	Regular program reviews take place in most of the Faculties, and the comments in the review reports are included gradually in respective areas such as in revised curriculum of respective Faculties. Faculties such as Science, FHCS and Agriculture practice regular program reviews under QIG, faculty grants and IRQUE respectively. In addition, Faculty of Science incorporates bench mark statement into curriculum revision conducted under QIG grant.	SER for Faculty Faculty prospectus-FA UGC approved letters of postgraduate programs. TORs on curriculum revision Records on HETC Grants (QIG-BSc, BBA IRQUE-Agri, UDG-ICT, EDP-Arts),	C3/ SER/AGRI C3/ P/ AGRI C3/ P/ ARTS C3/TORs/Curri. C3/ P/ COMM C3/FMs

			C3/Recs./HETC
		Faculty grants-FHCS used to review and revise the programs	C3/Recs/FHCS
		Faculty Board Minutes	
3.4	The institution tries to provide equitable access by optimizing limited resources. Most of the lecture halls were modernized with teaching equipments, and laboratories and library were improved by adding with existing learning resources under HETC and University grant to be optimally used to cover partially the demand from staff and students.	Inventory of teaching equipments	C3/ INV/ MM/ AGRI
		Inventory of Laboratory and Library	C3/ INV/ COMM
			C3/ INV/ AGRI
		GRN and SRN documents for HETC purchasing goods	C3/ IP/ SEN/ 253
			C3/AP/SDC
		Evidence of induction programmes.	C3/FM/AGRI/243
			C3/Recs/CICT
		Library usage record	
		CICT usage record	
3.5	Adopting ICT-Based learning and LMS are in initial stage. Some Faculties such as FHCS, Agriculture and FCM use video conferencing, video clips in teaching. Students are given lecture materials in print and soft copy (Power Point slides).	Handouts of lecture notes	C3/ LEC/ AGRI
		Students feedback records	C3/ LEC/ MED
			C3/ LEC/ ARTS

	Formal peer observation is not practiced in any Faculties.	Records of LMS trainings for staff, students	C3/ LEC/ SCI
			C3/ S/ ARTS
		Evidence records of video conferencing-FHCS	C3/ S/ AGRI
			C3/ S/ COM
3.6	Opportunities are given for students to form peer study groups under all study programmes. The peer group activities are evaluated and added with final assessment. Such that the Faculties adopt various assessment methods such as group presentations, group assignments, field study, group projects, seminar presentations which are to the purpose of promoting analytical skill, team work and peer interaction development.	Evidence of presence of peer study groups.	C3/ PS/ COM
			C3/ PS/ ARTS
		Student satisfaction data.	C3/ S/ ARTS
		Group projects/FSc	C3/ S/ AGRI
			C3/ S/ COM
		Evaluation forms/FCM	C3/SEM/FHCS
		Assignment for group study/FAC	
		Seminar presentation/FHCS	
3.7	All study programs offered by the University integrate diverse assessment methods through continues assessment methods. Students are evaluated based on various methods such as continuous assessments, end-term examinations, mid-term tests, mini projects, unannounced quiz and assignments. The	Curriculum development committee document	C3/ CD/ ARTS
		Minutes of Curriculum Evaluation Committee	C3/ CD/ AGRI
		Faculty Board minutes showing	C3/FM/SCI/241

	curriculum content of the degree programs are designed such a way to enable the students to achieve the intended learning outcomes and fulfill skills and attributes as per graduate profile. All theory papers are scrutinized by second examiners.	the evidence of assessments integrated to teaching and learning Sample assessment papers External assessors' and moderators' report.	C3/FM/COMM/ 201 C3/ FM/ AGRI/ SPL/12. 2013 C3/MCEC C3/ASS/AGRI C3/ASS/ARTS C3/ASS/ COMM C3/ EXA/ ARTS C3/ EXA/ AGRI
3.8	Student feedback to the teacher evaluation is in place but not regular. Teachers peer evaluation is in progress and to be improved. Feedback for different aspects of evaluation is not generally analysed quantitatively as the relevant teacher normally get the feedback. So the use of students' feedback in the policy development and decision making is very much limited.	Records on student feedback Feedback through Moderation and second marking. Teachers peer evaluation report	C3/ S/ ARTS C3/ S/ AGRI C3/ S/ COM
3.9	There is no mechanism.	---------	
3.10	The academics of Eastern University involved in fundamental and applied research related to their discipline , with a focus on	Research output of staff in relation to their discipline.	C3/ RO/ AGRI

	the needs and the existing situation of the region and in some cases focusing on entire nation. The research aspects/output is incorporated into teaching and learning practices. There are also several forums in the University for researchers to disseminate their research results such as Annual Research Session, National Symposium, International Conference etc.	Evidence of teachers incorporating their own research output and those in the public domain. Lesson materials www.esn.ac.lk	C3/ RO/ COM C3/ RO/ SCI C3/ RO/ MED C3/ RO/ ARTS C3/ RP/ COM C3/ RP/ ARTS C3/ RP/ AGRI C3/ RP/ SCI C3/FM/COMM/ 200th C3/ FM/ ARTS/ 189th

Criterion 4-Learning Resources, Student Support and Progression			
Standard No.	Eastern University's claim of adherence to the standard	Documentary evidences to support the claim	Code No. of the evidence document
4.1	Student enquiries addressed by examination branch and respective faculty administrations verbally and via websites on admissions, programmes, examinations, fees, dues, and graduations etc. with accurate and complete answers. However there is no help desk facilitated by computerized records.	www.esn.ac.lk (programmes, examination, fees) Job descriptions of relevant staff in SOPs	C4/SOP/Job Description
4.2	Arrangements are made for registration, induction, and faculty-wise orientation programmes. Welfare and Examination braches together organize registration and induction programs in general. Students' councilors and faculty administration conduct induction and orientation programs for their students where the students' handbook is given, and outline of the study programs are projected and interpreted by Deans/Senior staff. Logistic facilities are also provided for parents and guardians who come from far distance	Invitation Letters for the Welcome of Fresh Students' from welfare and examination branches Records of logistic arrangement Orientation programme schedules of the Faculties www.esn.ac.lk	C4/ORIE/EUSL C4/Recs.Lgistic. C4/ORIE/Sch C4/Study outline/projected C4/TT/Exam C4/TT/Pro

4.3	EUSL maintains and updates the permanent records of learners in a confidential room with filing facilities.	Confidential Room (Hard copies in confidential cabinets, and soft copies in password protected PCs)	C4/Conf.doc/Conf.Room
4.4	Access to information is ensured via Handbooks and official websites. Currently MIS and LMS are not available. A focal point for the UGC/MIS system has been assigned at EUSL who will initiated an MIS for EUSL	Students' Handbooks www.esn.ac.lk Guide to the Library Network 2013/14	C4/HB/AG C4/HB/COM C4/HB/SC C4/HB/AC C4/HB/Lib/2013/14
4.5	EUSL provides accurate and updated information via orientation sessions where the student handbook and outline of study program are given. In addition, students have access via advisory mechanisms (students' counselors) and website of EUSL.	Students' Handbook Calendar of Dates Examination time tables Study Programme Timetables Projected Study program outline	C4/HB/AG C4/HB/COM C4/HB/SC C4/HB/AC C4/COD

4.6	Study programmes and courses are with appropriate student support systems such as course specifications which include group practical sessions, small group assignments/projects, on-hand practices, field/industrial visits, etc. Furthermore, this supportive system is supported with the use of Laboratories, Library, Farms, CICT, ELTU (Language Laboratory and Career Guidance Unit	Action Plan 2014 – 2018 Students' Handbook Academic Programme schedule/timetable Records on course specifications Records on students supportive system	C4/AP/2014-2018 C4/HB/AG C4/HB/COM C4/HB/SC C4/HB/AC C4/Course/Doc C4/ Recs.Course Spec. C4/Recs.Student.supp. C4/TT/Pro C4/TT/Exam C4/UC/2015
4.7	Available resources are optimally used for the support of teaching and learning activities. Infrastructure and other learning resources are progressively improved by utilizing university allocation and faculty grants such as QIGs, IDAS and grants for university (UDG) under HETC project, for which the requirements are addressed based on faculty, centre and units requests, and therefore there are no independent user survey	Annual Board of Survey Documents HETC (UDG, QIGs and IDAS) Final Progress Review Reports Institutional and Sectoral Budget 2015 Summary of Financial and Physical	C4/ABOS/Doc C4/HETC/Prog/Doc C4/BUG/AC/2015 C4/FIN/EQU/2015

		Progress of Equipments	C4/UGC/Const.
	mechanisms to evaluate the actual demand.	UGC Letter on implementation of construction projects	
4.8	Supports and facilitation are provided by the Faculties for students' social and personal development, which include various types of social and personal development activities. Faculties of Science and FCM encouraged students through the activities of QIG grants, and FHCS and Agriculture promote the activities as in part of their curriculum. Students have arranged community days encouraging entrepreneurs, blood donation camps, serving to elders home and cleaning beach are among them. In addition, students have been facilitated to get LMS trainings/workshops, to involve cultural activities etc.	Corporate Plan 2014 - 2018 University Calendar 2015 Approval Letter for Students' Social Service Nomination for Learning Management System (LMS) Workshop Attendance of students' participation in inter-university cultural programme Records on Participation in Video Screening of Travelling University Records on Attitude domain initiatives (QIG/BSc) Records on Community Day/QIG-BBA Records on Cultural Days.	C4/CP/2014/18 C4/UC/2015 C4/SU/2014 C4/LMS/2014 C4/STU/CO-X C4/STU/VidScr C4/STU/Attitude C4/STU/Community C4/STU/Cul.days

4.9	EUSL does not have policy documents on facilities for differently-abled students. However, the university provides limited appropriate delivery strategies, academic support services and guidance to meet the needs of differently-abled students when they are requested. Infrastructure facilities such as Braille stone paving, hand rails, ramp, elevator, washrooms, transport facilities, Braille Typewriters and personal counseling are among them.	Picture evidence for Infrastructure facilities: Braille stone paving, hand rails, ramp, elevator, washrooms Student feedback Attendance of students for personal counseling	C4/Pic/Infra C4/ Students/Feedback C4/Log/SnrStuCoun.
4.10	EUSL has library with ICT-led tools to facilitate students and staff. The main library uses OPAC, e-journals, e-repository to facilitate the students to access and use information for academic success, research and lifelong learning.	Minutes of the 57th meeting of the Library Committee Guide to the Library Network 2013/14 Hardcopy of a Presentation Material on Introduction to Main Services of EUSL Library Leaflet on Access to E-Resources Orientation programme schedules of the faculties.	C4/LIB/Min/57 C4/HB/Lib_2013/14 C4/LIB/Ser C4/LIB/Leaf C4/ORIE/Sch

4.11	EUSL has practices to facilitate students' progression via academic counseling and career guidance to qualify for an award.	Evidence of counseling: Attendance of students for personal counseling	C4/STU/Attend
			C4/Log/SnrStuCoun.
		List of career guidance programmes	C4/List/Career
			C4/Aca.Adv.
		Appointment letter of academic advisor	
4.12	EUSL optimally uses its available resources such as counseling facilities, ELTU, computer facilities, library, career guidance, residential and welfare facilities, health and medical facilities, and facilities for sports and recreation and culture maintaining learner support resources for students.	Minutes of the 5th Committee Meeting of Sports Advisory Board	C4/SPO/Min/5
			C4/SPO/Prog/2015
		Annual Sports Programme for the academic year 2015	C4/Medi
			C4/Resid.
		Attendance sheets of Health Center	C4/List/Career
			C4/STU/VidScr
		Samples of students' hostel accommodation form	C4/ELTU/Attend
			C4/List/CICT
		List of career guidance programmes	C4/Log/Library
		Participation in Video Screening of Travelling University	C4/ORIE/Sch

		Students' attendance sheets from ELTU	C4/Recs.Cul & Aest.
			C4/Docs. Recreation.
		Records of CICT	
		Logbook of Library	
		Orientation programme schedules of the faculties	
		Records on students cultural and aesthetic events	
		Documents on Recreation facilities.	
4.13	Data on retention, progression, graduation rates have been used for gap analysis done by the faculties for HETC grant proposals, and remedial measures have been taken through the implementation of proposed activities in each grant. There are academics who are sensitive to work on the issue.	QIG/BBA and BSc proposals	C4/HETC/Prop
		HETC (UDG, QIGs and IDAS) Final Progress Review Reports	C4/HETC/Prog/Doc
			C4/Volunt./Doc
		Voluntary involvement of academics to facilitate students' scholarships.	
4.14	No feedback system from students after the completion of their programme of study.	---	---

Criterion 5-Student Assessment and Awards			
Standard No.	**University/HEI'S Adherence to the Standard**	**Documentary Evidences to Support the Claim**	**Code No. of the Document.**
5.1	The Faculty Boards and Senate have been following procedures for designing, approving, and monitoring the assessment strategies for degree programmes and awards. The monitoring and reviewing processes are to be strengthened through present reforms in IQAU.	Academic Procedures Handbook for Sri Lankan Universities-Part V Standing Committee Guidelines for Medical/Dental Sciences Peer review evaluation of the MBBS programme-2014 Curriculum of Faculty of Arts and Culture incorporating the aspects of OBE Past question papers set based on ILOs Sample answer scripts By-Laws on examinations Manual of Procedure for conduct of University Examinations Chapters III, IV, V, XV	C5/ACPH C5/ CVCD/UGC, 2003. C5/SCG/Medi. C5/PRV/MBBS-2014 C5/CFA/OBE C5/PP/ILOs C5/SAS C5/BY-Laws/Examin. C5/MP/UE C5/SHB

		Student Handbook of the Faculties	
5.2	Faculties review and amend assessment strategies when curricula are reviewed periodically. Faculties review curricula for their study program in every four/five year cycle. Most of the faculties have started implementing Student Centered Learning by integrating Outcome Based Education. For instance, curriculum revisions of faculties of Science and Commerce and Management are underway by utilizing HETC grant. Curriculum revision of faculty of Arts and Culture has already been completed.	Minutes of Review Amended By-laws,2011 Peer review evaluation of the MBBS programme, 2014 Minutes of Curriculum Development Committee Minutes of the Senate Student Handbook of the Faculties HETC records on curriculum revisions	C5/MR C5/AB/2011 C5/PRV/MBBS-2014 C5/MCDC C5/MS C5/SHB C5/Recs/HETC/Curri.Revision
5.3	Students are informed about the evaluation procedures for award of degrees by issuing student handbooks and through orientation at the time of enrollment. Students are assessed, and awards are made in accordance with appropriate handbooks and By-Laws of examinations.	By-Laws on examinations Student Handbook of the faculties Orientation schedules (including presentations) Manual of Procedure for conduct of University Examinations Chapters XVI, XVII Official website of the university	C5/BY-Laws/Examin. C5/SHB C5/OS C5/MP/UE www.esn.ac.lk

5.4	Senate and Faculty Board via HODs ensure the staffs involved in assessments of students are competent to undertake their roles and responsibilities. SDC conducts trainings/ workshops related to roles and responsibilities for staff. All staff have been given the print, and the soft copy available in web of Management Guide for University Employees Part I and II, which includes By-Laws and procedures, developed in August 2015.	Letter of appointment of Probationary Lecturers SDCs past and future training schedules for academics Guidelines for Examiners Management Guide for University Employees Part I and II-developed in Aug-2015	C5/LPL C5/Rec.SDC C5/G.Examin. C5/MGUE/Part I & II
5.5	The university has initiated developing curricula based on OBE concepts incorporating the SLQF qualification descriptors.	Evidences of Curriculum Development of Programmes	C5/ECDP
5.6	The university adopts weightage relating to different components of assessments. Moreover, incorporating different components of assessments with respect to ILOs are being practiced by FA.	Student Handbook of the faculties Faculty Board Minutes of FA Past Question Papers set based on Syllabi/ILOs Developing Lesson Plan of FSc	C5/HB C5/FM/FAG C5/PP/ILOs C5/Less.Plan
5.7	Timing and volume of assessments are determined based on credit weight. Students handbooks of each faculty contain that information on how hours for assessment are allocated based on the credit units.	Students Handbook Past question papers Schedule of examination time tables	C5/SHB/Faculties C5/PP C5/TT/Exam.

5.8	Mechanisms such as moderation, second marking, and pre-board of examinations ensure transparency and fairness for summative examinations.	By-laws on examinations Minutes of the Senate Manual of Procedure for conduct of University Examinations Chapters XVI	C5/BY-Laws/Examin. C5/SM C5/MP/UE/XVI
5.9	Grades of the continuous assessments are displayed in department notice boards and feedbacks are given to the students by arranging tutorial classes, to improve students' performance in weakened area which helps the students to monitor their progress and be prepared for final assessment.	Answer scripts of assessments Results sheets of assessments Regular continuous practical assessments and feedback	C5/Ans.Ass C5/Reslt.Asses. C5/RPract.Asses.
5.10	The university has explicit policies and regulations in nominating internal and external examiners via respective Faculty Boards and the Senate.	Recommendations of the Minutes of the Faculty Boards Minutes of the Senate Appointment letters to examiners	C5/FM C5/MS C5/Letters.App.
5.11	Quality and academic standards of the degree programmes are strengthened via independent external examiners.	Recommendations of the Minutes of the Faculty Boards Minutes of the Senate	C5/FM C5/MS

		External examiner's report Manual of Procedure for conduct of University Examinations Chapters XVI	C5/Rept.Ext.Examin. C5/MP/UE/XVI
5.12	The university follows these standard practices in the system. Assessment decisions are recorded with the supervision of respective HODs and Deans. Pre-results boards are convened chaired by Deans of the faculties, which came in practice recently following decentralization management policy, where all examiners are informed to be present to check and monitor the recorded assessment decision. The final results board is chaired by CEO for awarding, and the decisions are recorded in the Senate.	Document records of assessments Invitation letters to Board of Examiners Attendance sheets of Board of Examiners Minutes of the Senate Detailed marks sheets with supportive documents Regular continuous assessments & Result sheets Continuous assessment record book of FAC Management Guide for University Employees Part I and II-developed in Aug-2015.	C5/Doc.Asses. C5/Inv.Letter.Ex C5/Att.Sheets.B.Ex. C5/SM C5/Det.Marks C5/R.Cont.Asses. C5/Pract.Asses.FAC C5/Results.Sheet C5/MGUE/Part I & II
5.13	Examination results are communicated to the students minimizing undue delay. However, challenges are faced due to:	Invitation letters to Board of Examiners Mark Book of the Exam Results	C5/Inv.Letter.Ex

	- delays in obtaining the second marking from external examiners - lack of senior academics - drastic increase in the number of students - unavailability of senior academics as first examiner	Minutes of the Senate	C5/MB/Ex.Results C5/SM
5.14	Disciplinary actions for examination offences are strictly enforced. Once offence or malpractices are notified that is reported to examination branch by the supervisor. With the report of fact finding committee which is appointed by CEO, and based on the recommendation of the BRD, the disciplinary procedures will be enforced according to the By-Laws.	Manual of Procedure for Conduct of University Examinations Chapter X Manual of Examination Offences and Punishments By-Laws on examinations, Oct, 2007 Management Guide for University Employees Part I and II-Aug, 2015 Student Handbook of the Faculties Minutes of the Senate Reports of facts finding committee	C5/MP/UE/XVI C5/MEOP C5/BY-Laws/2007 C5/MGUE/I&II C5/Inv.Letter.Ex C5/SHB C5/SM C5/Report/Fact.Find.Comm.

5.15	The university has in place of policy, mechanism, and procedure for recognition of prior learning/qualifications. FHCS follows the practice in Lateral Entry to internal BSc nursing as well as to external degree programs. Faculty of Medical Sciences, University of Sri Jeyawardanapura, has admits students from Biological Science to BSc. (Human Biology), based on the required performance of the first year of study. In addition, based on the performance in the first year of study in the external degree, the Faculties has promoted the students, where applicable, to pursue internal degree of the same programme.	Student Handbook of the Faculties Lateral Entry of BSc Nursing Lateral Entry to External Degree Programmes (Minutes of Faculty Boards) UGC Commission Circular No. 932, Oct, 2010	C5/SHB C5/LE/BSc/Nursing C5/LE/Ext./FM C5/UGC.Cir./932

Criterion 6-Strength and Quality of Staff

Standard No.	University/HEI'S Adherence to the Standard	Documentary Evidences to Support the Claim	Code No. of the Document.
6.1	The University adopts HR Policy as per UGC's Circulars and Acts on recruitment, promotion, leave, rewards, and occupational safety. In addition, the university has recently developed Management Guide for University Employees which is also HRM procedures such as cadre creation, recruitment procedure, retirement of university employees, procedure for promotion of teachers and recruitment of visiting staff. This manual also includes major functions and responsibilities of academic establishment. Annually, each academic staff is required to submit activity report certified by HOD and Deans. The report and related documents are used for staff annual salary increment. SDC has been conducting various programs designed for career development of Academic and Non-Academic staff. Leave and Award Committee and University Higher Degree Committee are facilitating and monitoring⁶⁵ utilization of fund granted to 18 academic staff for their postgraduate studies under HRD/HETC grant.	UGC Acts No.16 of 1978 Samples of Council Memos for recruitment, promotion & leave Promotion Circulars of UGC Management Guide for University Employees Part I and II-developed in Aug-2015. Recruitment Schemes (Academic and Non-academic categories) Chapter 03/Establishment Code Selection Committee Minutes (Council) Records of SDC on Career development EUSL funds & HETC/HRD grants scholarship assistance for postgraduate studies Research and Publication Grants are available for career	C6/UA/P.X/ No.16,1978 C6/UGCC/166/1982 C6/BUGCC/495/1991 C6/UGCC/721/1997 C6/UGCC/976/2012 C6/UGCC/974/2012 C6/MGUE/P.I&PII C6/UGC/E-Code/Ch.3/p.45-142 C6/EU/EST/CB/2014 C6/EU/FCM/CP/2014 C6/ UGCC/918/2009 C6/EU/AF/Acad./2014 C6/EU/AF/Admin/2014 C6/UGCC/934/2003 C6/EU/S/2014/254/10 C6/EU/S/2014/254/15

		development - RPG Minutes	
		Establishment/Academic	
		Appraisal forms for increment (Academic Staff) – One-page questionnaire	
		Performance appraisal forms (For Admin. Staff)	
		Senate Minutes	
		Documents in Personal Files of Staff	

			C6/UGCC/432/1990 (Prof)
			C6/UGCC/442/1990 (Merit)
			C6/UGCC/04/2014 (Asso. Prof)
			C6/UGCC/968/2011 (Clerks)
			C6/UGCC/11/2015
			C6/EU/S/2014/252/01
			C6/EU/C/2015/256
			C6/UGCC/401/1989
			C6/UGCC/893/2007
			C6/EU/C/2015/254
			C6/UGCC/404/1989
			C6/UGCC/689/1996
			C6/Doc.PFS
6.2	The University is carrying out teaching, research and outreach activities optimally with limited degree of human resources to sustain the quality and standards (See Table 1 in section 1 and A13 in Appendix). EUSL has policy and procedures for staff recruitment as stated in standard 6.1.	UGC Norms Cadre proposals-Faculties Cadre estimates matched against UGC approved cadre and the gaps	C6/ UGC/721/1997 C6/ EU/EST/CB/2013 C6/Cadre prop/Faculties C6/UGC/Stat/2013/Ch.05/pg.102

	Training and workshops for all staff and mandatory induction for probationary staff are in practice. Academics are engaged in research that emanated in indexed, refereed journals. Generally all faculties and library engage in outreach activities (ORA).	Staff profile: qualification, experience & research (www.esn.ac.lk) Establishment Records – no. of staff qualified as seniors, no. of PhD holders List of academic staff underwent SDC mandatory training, Action Plan for 2015 & 2016 Senate Meeting Minutes Research and Publication Committee Meeting Minutes. Faculty records on outreach - QIG/BSc/ Blog	C6/EU/SDC/MT/2013 C6/EU/S/253/2014/08 C6/UGCC/1000/2013 C6/EU/RPC/2013/38/Res. Grant C6/EU/ARS/2010-14 www.esn.ac.lk/faculty_profile C6/EU/FSc/FBM/ORA/2013 C6/EU/FA/FBM/ORA/2014 C6/EU/FAC/FBM/ORA/2015 C6/EU/LIB/ORA/LibWeek
6.3	Most of the Faculties have inadequate number of academic & non-academic cadres as per the approved staff: student ratio.	Cadre Proposals Faculty's student: staff ratio	C6/EU/FSc/CP/2014 C6/EU/LIB/CP/2014
6.4	There is no organized mentoring, however, senior staff provide guidance whenever necessary or approached.	Documents related to lectures and examinations under supervisions of senior staff(list of examiners) Lecture Schedules Senate & Faculty Board Minutes	C6/Doc. Under.Sup C6/Lect.Schedule C6/SM C6/FM

6.5	SDC conducts induction training programmes, seminars and workshops with limited resources available in the University. Recently, the activities of SDC have been accelerated with the support of consultants and the administration of EUSL.	Senate Minutes and Website of the University Training Schedule/Files; Workshop Flyers; Attendance sheets Feedback forms Action plan from Director/SDC	www.esn.ac.lk/sdc C6/EU/SDC/TC/2014 C6/EU/SDC/FB /2014 C6/AP/SDC-2015/2016
6.6	Staff being encouraged on Outcome Based Education and Student Centered Learning is expected to be in practice. Proposal have been submitted by Faculty of Arts & Culture where as FHCS has prepared SCL & PBL, gives training, and collects students' feedback forms, and carried out curriculum planning & training. Further, a number of workshops and trainings were conducted for all EUSL academics on SCL and OBE. For instance, workshop resourced by Dr. Sunil Jayantha Navaratna, Dr. Gominda Ponnamperuma & Dr. Vishaka Nanayakkara held on 26th Feb 2014. Two days "Intensive Residential Training Program on SCL organized by Staff Development Centre, WUSL in March 2014. Workshops resourced by Prof. Uma Coomaraswamy & Colleagues on ODL & OBE and lesson material	Student-Centered Outcome-Based revised curriculum 2014- 2018 Documents related to the workshops held in 2014 and 2015 Documents on Curricula revision works of faculties TORs for consultancy	C6/EU/FoArts/SC-OBE/ 2014-2018 C6/Docs.Worshops/SCL&OBE C6/UGC/SLQF/2012 C6/EU/SDC/TC/2014 C6/Atten. Sheets/SCL C6/Atten. Sheets/ODL&OBE C6/Doc.Curri.Rev C6/ToRs/Consultants

6.7	There is no organized mechanism to streamline the workload at the institutional level. HODs ensure fair allocation of workload among staff. The workloads are recorded and reported via annual activity reports by academic staff.	Lecture schedules Duty Lists Staffs' Activity reports	C6/Lect.Schedule C6/Rec.Lect.Schedule & workload C6/Duty list C6/Activity Report
6.8	Job descriptions which have been introduced comprising lists of duties and responsibilities of the staffs and TORs for committees are in print and web being practiced.	Management Guide for University Employees Part I and II-developed in Aug-2015.	C6/MGUE/PI&PII
6.9	Performance of staff is not regularly or strictly appraised against work norms. Appreciation procedures such as mementos and allowance are given to long services the employees are in practice. No significant rewards for outstanding performance are available.	Documents for appreciation activities	C6/Doc.Staff. app.
6.10	No performance appraisal system is in practice. Attempts are made to implement the system	--	--
6.11	Concerns are addressed in the Faculty Boards and the Senate discussed and recorded under preliminary in agenda.	Faculty Board Meeting Minutes Senate Minutes	C6/ EU/FoSci/FBM/2015 C6/SM

Criterion 7-Postgraduate studies, Research, Innovation and Commercialization			
Standard No.	**University's Adherence to the Standard**	**Documentary Evidence to Support the Claim**	**Code No. of the Document**
7.1.	The University recognizes postgraduate training, research and scholarship as core function as reflected in Corporate Plan 2014-18. Faculties of Arts and Culture, Agriculture, Commerce and Management and Science are running UGC approved postgraduate degree programmes.	Corporate Plan 2014-2018 List of research degrees awarded(Examination Branch)	C7/ CP/2014-2018 C7/research degree awarded C7/EUSL website
7.2.	By-Laws and regulations for postgraduate programmes are included in Management Guide for University Employees Part I and II-developed in August 2015- and are available in print and on the website. In addition, subject specific guidelines are available in students' handbooks and prospectus which are given at the orientation programs.	University Calendar-2015 Management Guide for University Employees Part I and II-developed in Aug-2015 MBA Handbook MDE Handbook Postgraduate By-law	C7/MGUE/Part I & II C7/MBA Handbook C7/MDE Handbook C7/University Calendar-2015 C7/M.A Handbook C7/MPhil Guidelines C7/M.Ed. Handbook

		M.A Handbook	C7/PhD Guidelines
		MPhil Guidelines/ FAC	C7/MSE Hand book
		M.Ed. Handbook	C7/M.Sc in Handbook FPT
		PhD Guidelines/ FAC	
		MSc Handbook	
7.3.	All faculties follow approved procedures for students' selection and admission to the PG programs. Program guidelines, eligibility and important dates are advertised in print media and on EUSL web. All successive steps of processes are notified to the candidates and induction programs are arranged to those who are eligible. The eligibility is scrutinized by an appointed panel of staff.	Handbooks of PG programmes	C7/MBA Handbook
		Paper advertisement	C7/MDE Handbook
		Document for panel appointment	C7/M.A Handbook
		Interview notification letter	C7/MPhil Guidelines
		PG application form	C7/M.Ed. Handbook
		Student personal file(random)	C7/PhD Guidelines
		Admission notification letter	C7/MSc Hand book
		Orientation program notification letter	C7/paper advertisements
		Management Guide for University Employees Part I and II-developed in Aug-2015	C7/MSc Hand book
			C7/M.Sc Handbook

			C7/Doc/Panel app.
			C7/Letter.Interview.
			C7/PG app.form
			C7/Student Personal file
			C7/Letter.adm.letter
			C7/Letter.Ori.prgm.
			C7/MGUE/Part I & II
7.4.	Academics carryout research in collaboration with researchers in other universities or institutions and continue to publish in reputed journals where EUSL being an affiliation.	List of Research Papers List of proceedings	C7/List. research publications C7/List.Proceedings
7.5.	Quality and standards are maintained and monitored by the Faculty Boards, University Higher Degree Committee and the Senate, aligning with SLQF. The respective PG units of the faculties have taken remedial measures if any discrepancies are observed in smoothness	Handbook MBA, MDE, MSc Personal file of individual postgraduate student Academic profile Higher Degree Committee minutes	C7/MBA handbook C7/MDE handbook C7/M.A handbook C7/MPhil Guidelines

		Document related to meetings with PG students. Students' feedback over the schedule and industrial visit.	C7/M.Ed. handbook C7/PhD Guidelines C7/MSc Hand book C7/Personal file PG student C7/EUSL website (Academic Team), FAC/FA/FCM/FS C7/Docs.meeting/PG students C7/Higher Degree Committee minutes at Dean office, FS C7/Feedback
7.6.	Research culture is promoted at EUSL through various channels. Best research paper presenters are awarded in Annual Research Session (ARS) and International Conference (ICE). Research grants are provided to academic staff for their extensive research which is monitored by Research and Publication Committee. Besides, annual awards are recommended	Annual Research Session (ARS) International Conference of Eastern University, Sri Lanka (ICE) Awards for best presenter in ARS Evaluation documents from Examination Branch Documentary proof for provision of airfare	C7/Abstract And Proceeding /ARS &ICE C7/List of Award ARS & ICE C7/ Guidelines/Research award C7Docs.Exam.Branch C7/Personal file of grantees

	as per the guidelines for outstanding publication by staff. University provides airfare, conference registration fee to those who get PG admission overseas	Evidence for research grants provided by the EUSL Minutes of the Research & Publication Committee Guidelines for awards granted by EUSL Personal files of HRD/HETC grantees, OTS	C7/Docs/HRD/HETC.
7.7	EUSL provides funds to academic staff though SDC to attend postgraduate related training/ workshops such as workshops on research methodology and statistical packages.	SDC training documents.	C7/Docs.SDC/Workshops
7.8.	By-Laws and guidelines are in practice at the University PG system. EUSL has initiated to introduce Research Excellence Framework (REF) which covers responsibilities of supervisors and students, and evaluation mechanisms.	Postgraduate By-Laws Evaluation sheet Copy of REF Management Guide for University Employees Part I and II-developed in Aug-2015	C7/Evaluation sheet/Exm.Branch C7/REF C7/MGUE/Part I & II

7.9.	Appointment and monitoring are made by Faculty Higher Degree Committee (FHDC), Faculty Board, University Higher Degree Committee and the Senate. Each faculty ensures the qualification, relevancy in field and interest, and availability during the project when they assign supervisors. Meeting of supervisors and students are properly recorded and submitted to the PG Director/Coordinator.	Senate Minutes FHDC Minutes Postgraduate By-Laws Copy of REF Supervisor students meeting record Supervisor title assigned schedule	C7/SM C7/FHDCM C7/REF C7/Rec.Students-Supervisor.mtng C7/Scedule.Sup.Title assignment
7.10.	Initiatives are in progress.	Copy of REF Format of Dissertation and Skill report. Details of Supervision sheet.	C7/REF C7/Format/Dissert/Skill report C7/Supervision sheet
7.11.	All postgraduate programmes which are being conducted at EUSL have been approved by UGC, and are in alignment with SLQF. Credit weightage of courses and project/skill report are available in respective student handbooks. Some PG curricula have been revised by UGC appointed experts (E.g. MDE).	MBA and MDE Handbook UGC approved Curriculum MBA and MDE MDE evaluation reports by consultants	C7/MBA handbook C7/MDE handbook C7/ Curriculum C7/Report.MDE evaluation

7.12.	Assessment procedures have been documented in By-Laws and the relevant information are given in handbook. In addition, individual staff provides information in print on the assessment methods and weightage in their particular subject.	Handbook Postgraduate By-Laws Course outline Management Guide for University Employees Part I and II-developed in Aug-2015	C7/MBA handbook C7/MDE handbook C7/M.A handbook C7/MPhil Guidelines C7/M.Ed. handbook C7/PhD Guideline C7/MSE Hand book C7/Course outline C7/MGUE/Part I & II
7.13.	Not available	--	--
7.14.	FHDC monitors the progress of students, and mechanisms are specified in By-Laws.	Details of PG supervision sheets (FCM) Progress review reports and presentation. Record of assessment marks (FAC)	C7/Sup. sheet C7/Assessment.Marks
7.15.	Not in place	--	--
7.16.	Policy guideline is being developed. However, guidelines on awarding for	Award guidelines for outstanding publications	C7/Guideline/outstanding Pub.

	outstanding publications.		
7.17.	Not available	--	--
7.18.	Ethical guidelines are handled by Faculty of Healthcare Sciences (FHCS).	Faculty Board Minutes-FHCS Ethical Guidelines-FHCS	C7/Guidlines/Ethic.FHCS C7/FM/FHCS
7.19.	Not available	--	--
7.20.	There is no clearly drawn Code of Conduct for the university. Ethical Review Committee functions in Faculty of Healthcare Sciences (FHCS).	Ethical Review guidelines-FHCS Documentary proof for ethical verification	C7/Ethical Review guidelines C7/Docs.Proof/Ethic.Verf.
7.21.	It is incorporated into By-Law.	Postgraduate By-Law	C7/By-law_new
7.22.	No procedure at present	--	--
7.23.	Policy and procedures for collaborations/partnerships stated in the Corporate Plan 2014-2018. Faculty of Agriculture has MOUs for collaborating research with local and international organizations.	Corporate Plan-2014-2018 Council Minutes Faculty Board Minutes Evidence of progress on activities of MOU of FA	C7/CP-2014-2018 C7/FM/FA C7/CM C7/MOUs/FA
7.24.	Initiatives are being taken for University Business Linkages (UBL) such as	Agreement documents	C7/ GIZ Letter

	collaborative agreements with GIZ and UGC.		
7.25.	EUSL provides research grants, and guidelines are being prepared to promote commercialization of research.	University annual account at Finance branch Guidelines for commercialization of research	C7/University annual account C7/Guideline.Comm.

Criterion 8-Community Engagement, Consultancy and Outreach

Standard No.	University's Adherence to the standard	Documentary Evidence to support the claim	Code No. of the Document
8.1	EUSL has a general policy and strategies which are in corporate plan, and implemented through the faculties and centres to build linkages with industry and community. UICIC was initiated by faculty of Agriculture to have community linkages, and GIZ link establishment is at initial level.	Corporate Plan 2014-2018 Documents related to UICIC Documents related to GIZ Faculty board minutes FA Mission of the University and Faculties Senate minutes Ex; (UICIC), linkage	C8/CP/2014-2018 C8/Docs.UICIC C8/Docs.GIZ C8/FM/FA C8/SM
8.2	EUSL has appropriate mechanism and structures for staff and students to extend consultancy, community service and outreach activities, and has mechanism to publish those activities in leaflet and web. Faculty of Science conducts the following programmes • Association for Natural Sciences (ANS), Faculty of Science organizes workshops for A/L teachers, Lab practical sessions and Quiz completion for	**Faculty of Science**: Documents related to 'Garbage Clearing Campaign' at Passikuda Beach, Kalkuda by 2010/11 batch students on 22nd June 2014 Documents related to Trainings conducted from 30.05.2015 – 31.05.2015.	C8/Docs/Volunteer works C8/Docs/Training/FSc C8/Docs/Field day Celeb. C8/Docs/Services/A/L students-FA C8/Docs/Services/Farmers-FA C8/Docs/Community

	A/L students. • A number of motivational workshops have been conducted by students to engaging in activities with community and environmental concern • Blood Donation camp and "Shramadana" at elders home have also been conducted by the students. Faculty of Agriculture provides • Training Classes for A/L students in the Bio – System Technology Stream. • Field Day Demonstration on new agricultural technologies for Farmers & A/L Students. • Training Programming for Farming Community on Home Garden in 'Vaharai & Valaichchenai' DS division Farmers. • Workshop on Organic Farming for Undergraduate Students & Farmers. Resource person: Prof. Richard Thornton Smith. Faculty of Commerce and Management • has setup a Linkage with marine Naval Academy and the Annamalai University, India.	Field day celebration held on 18.06.2015 Training was held from 29.06.2015 – 30.06.2015 Workshop conducted on 15.10.2014 Workshop Conducted on 30.01.2015 **http://www.fsc.esn.ac.lk/news/2013/workshop_al_teacher.html** Quiz completion for A/L students conducted by Association for Natural Sciences (ANS): http://www.ansfoseusl.com/portfolio_single.php?id=2 Letters for requests and conduction http://www.fsc.esn.ac.lk/qig/orientation_on_attitude_domain.html http://qigbsceusl.blogspot.com/2014/11/orientation-on-attitude-domain-tor-	day/QIG-BBA-FCM C8/Docs/Seminar/Teachers-FCM C8/Docs/Training/Gov.Officers-FCM C8/Docs/Seminar/School students-FAC C8/Docs/Seminar/Extramural-FAC

• Students and staff together organized a community day under QIG – BBA Grant/HETC to encourage young entrepreneurs from the community. • has conducted Seminar to the School teachers who are in Commerce stream • has conducted capacity building training for government officer under EU – SDDP Programme Faculty of Arts& Culture • conducts seminar for A/L Students • conducts extramural courses on office management, counseling, English for communication, Psychology and personality development, disaster management and Journalism. • has CECCD (Centre for Education and Child Care Development) which provides diploma and certificate courses for pre-school teachers.	o10.html http://www.fsc.esn.ac.lk/qig/orientation_workshop.html Blood Donation camp by students : http://euslscience.blogspot.com/2014/11/blood-donation-campaignalbum-02.html http://www.fsc.esn.ac.lk/qig/blood_donation_programme.html "Shramadana" by students at Elders' Home: http://euslscience.blogspot.com/2014/12/album-02.html 22nd June 2014, 9.00 a.m. to 12.30 p.m.: Students engaged in 'Garbage Clearing Campaign' at Passikuda Beach, Kalkuda by 2010/11 batch students of the Faculty of Science: http://qigbsceusl.blogspot.com/2014/10	

		/attitude-domain-initiative.html	
		Faculty of Agriculture:	
		Documents related to the services to A/L students	
		Documents related to the services to Farmers	
		Faculty of Commerce and Management:	
		MOU with Naval Academy	
		Documents related to Community day/QIG-BBA	
		Documents related to Seminar/School Teachers	
		Documents related to Training / government officer	
		Faculty of Arts and Culture:	
		Documents related to seminar for School Students	

		Documents related to extramural courses	
8.3	University does not have an extensive mechanism to monitor community perception, and initiatives are being taken to accommodate such mechanisms. However, the composition of the Faculty Boards (Internal and External) of each Faculty includes external members who represent the community and express perception in terms of the activities of the faculties. All of their comments and suggestions are recorded in Faculty Board minutes.	Minutes of the Faculty board Minutes of Board of study, External Degree Documents related to Faculty level committee appointed for monitoring and Appointment letters Coordinators Appointment letters Documents Community requests Industrial requests	C8/FM C8/BoS/M C8/App.letters-coordinators C8/Doc.Community request C8/Doc.Industrial request
8.4	EUSL has several link programmes with industries, CBO's, NGOs, state sectors, etc. Some Faculties already send students for industrial training as a part of their study programme. Other Faculties have initiated such industrial based training linkage efforts to link with organizations, in order to enhance practical exposure of the students such as industrial visit, internship training, and visiting lectures in teaching-learning activities. Faculty of	Faculty Board Minutes Senate Minutes Documents/MOU of linkages Documents of FCM on industrial placement Documents of FoSc on links	C8/FM C8/SM C8/Industrial Placement/FCM C8/LINK/FSc

		Commerce and management has industrial placement learning Resource centre developed in 2010 and Capital Market Information Centre (2010) link of Faculty of Science with National Cleaner Production Centre	http://qigbsceusl.blogspot.com/2014/11/industrial-interaction-for-academics.html	
8.5		EUSL staff have qualification and competency to monitor the progress of the students who have been placed for industrial training.	Faculty Website for staff profile www.esn.ac.lk Appointment letters Senate approval for staff	C8/App.Letters/Staff C8/SM
8.6		Faculties are offering variety of professional courses in different disciplines through which professional services are being offered to public. Faculty of Agriculture conducts Diploma in Sustainable Agriculture, Diploma in Animal Production, and Faculty of Health Care Sciences conducts Ex. Clinical services, Health/medical camps on Diabetes.	Course outline of Diploma-FA Documents related to Clinic services-FHCS Documents related to Medical Camp-FHCS	C8/Course outline/Dip-FA C8/Docs.Clinic Services/FHCS C8/Docs.Medical Camp/FHCS

Criterion 9-Distance education			
Standard No	**University adherence to the standard**	**Documentary evidence to support the claim**	**Code number of the document**
9.1	The Corporate Plan and Action Plans are developed with mission statements to pursue the program successfully. Initiatives are taken for transforming EDP into complete ODL method according to the UGC Circular No. 932 of 2010 on EDPs and Extension courses and the UGC handbook on external degrees and extension courses (UGC 2010).	Corporate plan University calendar 2015 Prepared Curricula of the faculties Minutes of the Management committee /CEDEC and the Senate Circular/UGC No.932	C9 /Corp pln C9/UC C9/Cur/FHC C9/ Cur/Agri C9/ Cur/Arts C9/ Mgt Min C9/ Sen. Min C9/CEDEC C9/Cir.UGC No.932

9.2	Centre for External Degrees and Extension Courses (CEDEC) is functioning to conduct the distance education courses at EUSL. Records on student enrolment and graduation for each programme are maintained in current system. Performance of the students in the continuous assessments as well as in the semester exams, grading for other evaluation process are also maintained at the centre as well in the respective faculties. Since initiatives have been taken to comply with ODL system and developed curricula are in approval stage, the current system would be transferred to the system of ODL.	By-laws (university calendar) of the external degree & extension courses Minutes of the FB, BOS and senate Name list of the enrolled students Personal files of undergraduate who enrolled for each year	C9/EX/ByL C9/FB/Sc C9/FB/FHCS C9/BOS/FAC C9/Reg C9/PF
9.3	The admission criteria and the method of selection are in consistent with the EX/HB; while in future all the clauses of the UGC handbook will be strictly adhered to enrol students for the external degree programs.	Chapter 1.3. of UGC handbook on external degrees and extension courses (UGC 2010).	C9/ EX/HBook
9.4	Initiatives are taken to develop the policies but presently sharing of instructional responsibilities are handled by respective BoS and Faculty Boards	Minutes of Board of Study Minute and memos of the faculty board	C9/BOS/ FAC C9/BOS/FHCS

		Minutes and memos of the senate	C9/FB/FHCS
	of EUSL. Most of the T/L activities are carried out in weekends and therefore, the staff attached to each faculty can manage the conventional teaching in EDPs. The time management and the teacher- student contact hours are decided by the respective department and the coordinators of each Faculty.		C9/FB/SCI C9/FB/ARTS C9/Sen/2015 C9/CP/ 2015
9. 5	At present, the limited facilities/resources, which are available and used for internal programs as well, are optimally utilized for EDP programs since they are conducted on weekends. Some initiatives have already been taken to have separate resources proceeded under HETC and University grants such as building for CEDEC, and IT goods and furniture for EDP.	Venues of the internal students such as lecture halls, laboratories & library (weekend usage) Approved budget of external degree & extension program Awarding letter to renovate the old library building for CEDEC	C9/Bgt/2015 C9/Bid/2015
9.6	Modules are given and the courses are covered through lectures and seminars by limited hours in current EDP programmes.	Lectures and seminars Sample modules, tutorials, handouts and notes	C9/ Tute C9/Mod
9.7	Resources are available for active learning while	Existing physical resources; library,	C9/ Mgt Min/CEDEC

	they are inadequate at the library, IT centre or self learning resources. Initiatives are being taken to establish the Virtual Learning Environment (VLE) at EUSL. At present, the learning management system (LMS) & Moodle facilities are available at CICT. However, it is not well implemented even for the conventional teaching.	CICT and infrastructure facilities Records on seminars and workshops to establish VLE Records of available of LMS system	C9/Recs./LMS C9/Recs./VLE
9.08	The EDP program has been identified as measurable and achievable based on student performance outcomes. The quality of EDP is comparable to internal programme and aligned to SLQF, but the transformation of delivery to ODL has to be gradual.	EDP calendar for program outcomes Course ILO in Hand books Existing curriculum of EDP programs Revised curriculum pending for approval	C9/EDP/Cal C9/HB/Sc C9/Cur/Ext C9/Cur/Rev
9.09	The parity of esteem is maintained by providing sufficient facilities and face-to-face services to EDPs until it is transformed to ODL. Certificate awarding ceremony is replaced by the annual convocation for external degree students.	Library facilities Lectures & practical hours of internal and external courses Degree certificates of external & internal graduates	C9/HB/Agri C9/HB/Sc C9/Bgt/Conv C9/Cert/Ext

		Budget documents regarding the certificate awarding ceremony	C9/Cert/Int
9.10	Policies are not being established.	---	---
9.11	Initiatives are being taken to revive the IQAU in accordance to the UGC guideline.	---	---
9.12	Until now there are no external links or MOU with other institutions.	---	---
9.13	Until now there are no franchised mechanisms	---	---

Criterion 10-Quality Assurance

Standard No.	University/HEI'S Adherence to the Standard	Documentary Evidences to Support the Claim	Code No. of the Document.
10.1	EUSL adopts QA policy and strategies in alignment with national QA policy on HE IQAU and IQACs were formed few years back. Quality Assurance has been an inseparable topic of discussion in Faculty Boards and the Senate.	Commission Circular (on strengthening IQA systems) Corporate Plan and Strategic Plan (QA in each of their component) Senate Minutes – QA as a part of discussion QA as a component at Faculty Board meetings Students' feedback forms	C10/UGCC/04/2015 C10/EU/CP-SP/2014-18 C10/EU/SM/2015/253/12 C10/ EU/FAC/FBM/189 C10/FB/Form/Students
10.2	QA processes intend to involve all sections of the EUSL. Formation of SOPs and TORs guarantees the application of QA components in all departments.	Management Guide for University Employees Part I and II-developed in Aug-2015	C10/EU/MGUE/PI&II
10.3	QA policy and procedures are communicated to all stakeholders. Implementation of QA through IQA mechanisms is not well addressed. Cells are formed but not efficiently functioning	Agenda items - Senate Minutes (QA) Agenda items - Faculty Board	C10/EU/S/2015/261/09 C10/EU/S/2014/252/12-14.02

		Meeting Minutes (FBMM)	C10/EU/FAC/FBM/189
		QA documents	C10/EU/IQA/MM/2013
10.4	Internalization of best practices has been initiated through guidelines and TORs	Management Guide for University Employees Part I and II-developed in Aug-2015 TORs for employees	C10/MGUE/PI&PII
10.5	IQA Unit and Cells have been formed.	Faculty Board Meeting minutes (under University Reforms) Senate Meeting Minutes	C10/ EU/FAC/FBM/189 C10/EU/SM/2013/245
10.6	QA activities discussed at Faculty Board meetings are transferred to Curriculum Committee, which are then taken to Senate, Council, and to QAAC.	Minutes of IQAU submitted to Senate Minutes of Curriculum Development (Special Faculty Board Meetings)	C10/EU/S/2014/253/12 C10/EU/FAC/SFB/CDM/2015
10.7	External Quality Assurance (EQA) was carried out in 2010 and recommendations are partly accommodated.	Institutional Review Report	C10/EU/IRR/2009

Section 3

Concluding Remarks

Through this self evaluation process the EUSL has identified best practices, which are in place, and most of them were initiated and implemented recently, based on the prescribed Criteria and Standards in the Manual for Institutional Review of Sri Lankan Universities and Higher Education Institutions 2015. This self evaluation process has also identified the gaps in certain practices. These gaps between what best practices should have been adopted as a national higher education institution and what is the present status at EUSL may have an impact on quality in certain areas for the improvement in future. The self evaluation team of EUSL highlights the following best practices that presently EUSL has and gaps that need to be bridged by the implementation of best practices in the relevant areas.

- Eastern University, Sri Lanka has the organization structure, governance and management system in compliance with the respective Universities Acts, relevant ordinance, establishment codes and circulars. The Vision and Mission statements are clearly defined and reflect the university's commitments over the national, regional and international trend, and articulated to be reached all stakeholders. Terms of References (TORs) of committees, Standards Operation Procedures (SOPs) for financial, and procurements and stores management, By-Laws, guidelines, rules and responsibilities for students and staff, duties and functions of administrative Departments, Divisions, Centres and Units have been documented in Academic Calendar-2015 and Management Guide for University Employees Part I and II, developed in Aug-2015, and being practiced.

  However, EUSL has to concentrate on some aspects such as action plan alignment with annual budgets of the Faculties, regular stakeholder meetings and feedback, implementation of LMS and MIS system, complete network facilities in the university. Moreover, EUSL has to drive comprehensive policies, strategies and action plans on Gender Equity and Equality (GEE), and Sexual and Gender-Based Violence (SGBV) assuring zero level gender bias in appointments and promotions, and providing legal assistance, guidance and compensation to victims. Filling permanent carder positions of Registrar, Bursar, and Director Career Guidance also become vital.

- Although some Faculties has not adopted the ILOs yet, many programmes offered by the Faculties (e.g. Agriculture, Commerce & Management and Science) have had ILOs as a guide for their teaching-learning activities. However, the ILOs had not necessarily (or strictly) been adopted during assessments or aligned with the graduate profile. The strength is that a greater degree of awareness and commitment is being demonstrated by the Faculties to revise the curriculum based on OBE concept and incorporating SCL.

  Studies, surveys and analyses were done by Faculties on their study programmes in order to prepare proposals for competitive grants had helped to identify the gaps and rectify them. The Faculties which had won the grants have utilized it to rectify the gaps and improve the quality and relevance (curriculum and teaching-learning activities) of the study programmes. Some features of SLQF had been incorporated by Faculty of Agriculture, but in general, the SLQF has to be incorporated into the study programmes, which have been currently in progress. The ILOs are developed realizing the need of greater degree of awareness on SBS and adopting these during course contents development. The need for an organized monitoring mechanism (possibly independent from Deans & Heads) is realized in order to obtain unbiased feedback on teaching, learning and evaluation strategies that aligned with the graduate profile. This goal could be achieved through restructuring the IQAU as per to the latest UGC Circular.

  Faculties at EUSL has already adopted and practicing a wide range of teaching and learning plans. And also has adherence adopting policies in relation to OBE and SCL systems by having number of activities under UGC plan and HETC funding for their curricula revisions and development.

- EUSL has been managing in providing learning facilities and students' support services such as ICT and human resources, language laboratory, laboratory facilities and library facilities with limited resources. However, the learning facilities and students' support services are not adequate to meet the service demand from students. EUSL has also implemented several activities to promote ethnic cohesion and social harmony, and soft skill development through university and HETC funding.

- EUSL has been following policies and, rules and regulations on examinations and awarding based on the approved rules and regulations, By-Laws and manual of examination procedures. The transparent assessments methods are also designed within the academic framework

and regulations which are accessible by all stakeholders. Moreover, Faculties have initiated incorporating different components of assessments with respect to ILOs which is already being practiced by Faculty of Agriculture.

All components of assessment of the study programs have to be aligned to the relevant qualification descriptors of the SLQF and ILOs. And also the Faculties have to adopt policies such as timing of assessment, measurement of students' achievement of ILOs, appeal mechanism, survey and students feedback.

- The university has been adopting UGC's policy on recruitments. Based on establishment Circulars and UGC's norms, cadre proposals are being submitted when they are required. Recent formation of grievance committee and composition of management guidelines with respect to standard operations and procedures have paved way for improvement in human resource sphere of the institution. Performance of staff is appraised at some extent although comprehensive execution of performance evaluation needs to be addressed. In addition, SDC is serving essential role in ensuring quality of pedagogical skills of academics.

  The university is facing shortage of competent human resources, including positions such as Bursar and Registrar. The EUSL has to pay attention on workload of staff based on the norms, performance evaluation at regular interval through annual self-appraisal reports, confidential performance appraisal reports and learner feedback on teaching. And also rewarding policies for effective teaching, research and community service have to be developed and implemented.

- The procedures of postgraduate programmes such as student selection, admission, enrolment, examinations are conducted according to the handbook, curriculum and By-Laws approved by relevant authorities. The programmes are monitored in various hierarchical levels, namely, Faculty Higher Degree Committee, Faculty Board, University Higher Degree Committee and the Senate. Care given to avoid research misconduct like plagiarism, maintain confidentiality in examination level, having two examiners, ethical aspect of research are identified as good practices. As far as research culture and research excellence within the University are concerned, EUSL promotes the research of academia via providing research and publication grants. It is imperative to highlight that few academics carryout the research collaborating with researchers in other universities or institutions and continue to publish in reputed journals.

However, duties and responsibilities of supervisors and students, qualifications and experience of supervisor, policies of data recording and confidentiality are not prescribed specifically. Therefore, it is decided to follow the general EUSL By-Laws on Postgraduate programmes which are being currently developed by EUSL to enhance the quality of the postgraduate programmes. Nevertheless, EUSL does not create an opportunity to carry out the research through offering incentives and rewards to those who excel in research and innovations and dissemination. Therefore, as a national University, postgraduate studies, research, innovation and commercialization should be enhanced at the institution.

- As community engagement and outreach included in the Vision and Mission of EUSL, the implementation of the activities proposed in Corporate Plan EUSL has several link programmes with industries, CBO's, NGOs, State Sectors, etc. Some Faculties have already incorporated industrial training as a part of their study programme, for which staff have qualification and competency to monitor the progress of the students who have been placed for industrial training. Faculties are offering variety of professional courses in different disciplines through which professional services are being offered to the public.
University does not have extensive mechanism to encourage and facilitate academia to take on consultancies for the wider community and monitoring community perception. However, some initiatives are being taken by some faculties to accommodate such mechanisms. EUSL have to develop a mechanism to enhance the quality through collaboration with recognized institutions, students and staff exchange with industrial linkages and jointly awarded degree programs.

- The EDP program has been identified as measurable and achievable student performance outcomes, and it is comparable to internal programme and aligned to SLQF. The parity of esteem is maintained by providing sufficient facilities and face to-face services to EDPs until it is transformed to ODL. Initiatives are taken to comply with ODL system and developed curricula are in approval stage, and to establish the Virtual Learning Environment (VLE).
Limited resources are optimally utilized for active learning at the library, IT centre or self learning resources. Initiatives have been taken to revive the IQAU in accordance to UGC guideline.

University has to improve in providing sufficient facilities, equipment, and financial resource to support ODL. The staff capacity of the centre and the lacking components such as the internal QA cell, link with other institutions as well the counseling need to be built up to run smoothly. Moreover, the learning environment needs to be well developed and the working environment also had to be well equipped.

- Quality Assurance Policy is strongly adopted in the university, in alignment with national QA policies. Although an IQAU was formed years back, it could not function for a while due to administrative turbulence. Nevertheless, the practices have been revitalized by initiatives of present administration recently. University's strategic and action plans do adopt QA in their proposals and activities. Though, IQAC have been formed at each Faculty level, their functions are not as effective as expected. Many QA components are needed to be executed across the institution.

In conclusion, from its inception, EUSL has fostered a culture of quality in all study programs and activities in pursuit of its vision and mission. However, a certain challenges, internal and external bottlenecks and barriers have hindered the velocity of practicing the best practices in meeting its goals and objectives. Therefore, to ensure the value addition at each level of quality improvement of the institution, it is imperative that the identified gaps are needed to be attended, analyzed and bridged very carefully with the collective contribution of all staff with commitment and dedication at all level.

Appendix

Table A1 Staff Strength-Faculty of Agriculture				
	Staff Grade			
Department	Lecturer /Lecturer Probationary	Senior Lecturer Grade II	Senior Lecturer Grade I	Professor
Agricultural Biology	01	01	01	--
Agricultural Chemistry	01	01	02	01
Agricultural Engineering	02	03	--	--
Crop Science	--	03	03	--
Animal Science	--	03	02	--
Agricultural Economics	--	03	01	--

Table A2 Staff Strength-Faculty of Commerce and Management				
	Staff Grade			
Department	Lecturer/ Lecturer Probationary	Senior Lecturer Grade II	Senior Lecturer Grade I	Professor
Management	01	03	04	--
Commerce	01	02	04	--
Economics	--	04	02	--

Table A3 Staff Strength-Faculty of Arts and Culture

Department	Staff Grade			
	Lecturer/ Lecturer Probationary	Senior Lecturer Grade II	Senior Lecturer Grade I	Professor
Languages	01	02	02	02
Education	01	01	--	--
Geography	02	02	02	--
Islamic Studies	02	02	--	--
Arabic	01	02	--	--
Fine Arts	03	02		
Social Sciences	02	06	04	--
Comparative Religion	--	03	--	--
History	02	01	--	--
Hindu Civilization	01	02	--	--
Economics		02		
Christianity	01	--	--	--

Table A4 Staff Strength -Faculty of Science

Department	Staff Grade			
	Lecturer/ Lecturer Probationary	Senior Lecturer Grade II	Senior Lecturer Grade I	Professor
Botany	01	01	03	--
Physics	--	02	01	--
Zoology	--	01	02	01
Chemistry	01	01	02	--
Mathematics	03	05	01	--

Table A5 Staff Strength-Faculty of Health Care Sciences				
	Staff Grade			
Department	Lecturer/ Lecturer Probationary	Senior Lecturer Grade II	Senior Lecturer Grade I	Professor
Clinical Sciences	05	03	01	--
Human Biology	02	02	--	--
Medical Education & Research	01	--	--	--
Pathophysiology	03	--	--	--
Primary Health Care	03	--	--	--
Supplementary Health Sciences	05	--	01	--

Table A6 Staff Strength-Library			
	Staff Grade		
Academic Staff	Librarian	Senior Assistant Librarian	Assistant Librarian
	01	03	01

Table A7 Staff Strength-Centre for Information and Communication Technology (CICT)					
	Staff Grade				
	Director	Lecturer/ Lecturer Probationary	Senior Lecturer Grade II	Senior Lecturer Grade I	Professor
Academic Staff	01	03	--	--	--
Academic Supportive Staff	Computer programmer	Programmer cum System Analyst	Asst. Network Manager	Staff Technical officer	Instructor in Computer Technology
	02	01	01	01	01

Table A8 Staff Strength-English Learning and Teaching Unit (ELTU)						
	Staff Grade					
	Instructor in English Grade II	Instructor in English Grade I	Lecturer/ Lecturer Probationary	Senior Lecturer Grade II	Senior Lecturer Grade I	Professor
Academic Staff	01	01	01	--	--	--

Table A9 Number of Non-Academic staff from 2012-2015				
	2012	2013	2014	2015
Registrar	1	1	1	0
Deputy Registrar	1	1	2	2
Deputy Bursar	1	0	0	0
Medical Officer	1	1	1	1
Senior Asst.Registrar	3	3	4	5
Senior Asst.Bursar	1	1	1	1
Asst.Registrar	6	8	5	4
Asst.Bursar	4	3	2	2
Asst.Internal Auditor	1	1	1	1
Chief Security Officer	0	1	1	1
Personal Secretary to VC	0	1	1	1
Farm Manager	1	1	1	1
Academic Support Grade	12	12	12	9
Security Inspectors	1	1	2	2
Sub-Wardens	5	5	8	9
Technical Grades	28	27	23	22
Clerical & Allied Grade	92	91	93	79
Skilled & Semi-Skilled Staff	99	98	98	75
Labourers	83	74	81	79
TOTAL	**339**	**331**	**336**	**295**

Table A10. Number of Academic Staff between 2012-2015				
	2012	2013	2014	2015
Professor	4	4	4	4
Associate Professor	1	1	0	0
Librarian	1	1	1	1
Senior Lecturer Gr.I	33	34	33	38
Senior Lecturer Gr.II	32	49	58	63
Senior Asst.Libraian Gr.II	3	3	5	3
Lecture/ Lecturer (Probationary)	76	62	56	46
Assistant Librarian	2	3	2	2
	158	157	159	157

Table A 11. Number of Assignment Basis Staff from 2012-2015				
	2012	2013	2014	2015
Acting Head/Co-ordinator	2	2	2	2
Projetc Manager	1	1	1	1
Suprvisor (Landscape)	1	1	1	1
Works Supervisor	3	3	3	3
Instructor in English	5	5	5	5
Sub-Warden (Full-Time)	9	9	9	9
Nursing Officer	1	1	1	1
Book-Keeper	2	2	2	2
Office Machine Operator	1	1	1	1
Laboratory Attendant	1	1	1	1
Electrician	1	1	1	1
Mason	1	1	1	1
Health Service Labourers	10	10	10	10
Care-Taker	1	1	1	1
TOTAL	**39**	**39**	**39**	**39**

Table A12 Allocation released and received from the Treasury(in Rs.) during the period 2007- 2014					
Year	Recurrent		Capital		Total Actual Received
	Released	Received	Released	Received	
2007	313,500,000.00	304,000,000.00	304,000,000.00	125,850,000.00	429,850,000.00
2008	312,500,000.00	296,500,000.00	148,750,000.00	105,000,000.00	401,500,000.00
2009	318,761,000.00	314,061,000.00	134,116,000.00	129,333,000.00	443,394,000.00
2010	345,800,000.00	338,546,000.00	160,000,000.00	130,000,000.00	468,546,000.00
2011	368,203,000.00	368,203,000.00	230,000,000.00	115,833,000.00	484,036,000.00
2012	428,200,000.00	426,811,000.00	416,580,000.00	265,000,000.00	691,811,000.00
2013	513,700,000.00	510,470,000.00	587,933,000.00	430,733,000.00	941,203,000.00
2014	645,000,000.00	645,000,000.00	515,000,000.00	489,750,000.00	1,134,750,000.00

Table A13 Staff: Student Ratio in Faculties			
Faculty	**Number of Permanent Staff**	**Number of Students**	**Staff : Student Ratio**
Arts and Culture	51	1200	1 : 24
Agriculture	28	252	1 : 09
Commerce and Management	21	733	1 : 35
Science	25	471	1 : 19
Faculty of Health Care Sciences	26	464	1 : 18