

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

Prof Nilanthi de Silva, Director, QAC-UGC, visited the Rajarata University of Sri Lanka on 18 December 2019 to participate in meetings on quality assurance related activities in the University. Arrangements were facilitated by Dr D M S Duminda, Director, Internal Quality Assurance Unit.

The Director, QAC-UGC was first welcomed to the IQAU office by the Director, IQAU and introduced to the staff, including the SAR / Mr. W.M.K. Upuldeniya, who is also assigned duties in the IQAU, and a part-time Management Assistant.

The first meeting, from 9.30 am to 10.15 am, was with the Vice-Chancellor, Dr B A Karunaratne, the Deans of the Faculties, Registrar, Librarian and the Director, IQAU (see Annex 1 for attendance), in the Vice-Chancellor's office. The Vice-Chancellor made a short presentation on the current status of the university, highlighting the manner in which they have capitalized on the unique location of RUSL and the opportunities that are available to them as a result. The Director, QAC-UGC then explained the purpose of university visits, particularly the need for follow up action to implement the recommendations made in Institutional and Programme Review reports. Other matters taken up for discussion during this meeting included the need for student engagement in quality assurance activities, and a synchronized academic calendar.

The second meeting took place from 10.15 am to 11.30am, with the Dean of the **Faculty of Management Studies, Prof Percy Wijewardhana**, the Heads of Dept, and representatives of the Faculty (see Annex 2 for list of attendees), also in the Vice-Chancellor's Office. Two presentations were made, one on the actions identified by implementation of recommendations in the review report on Cluster 1 (BSc in Accounting & Finance, and BSc in Business Management); and another on Cluster 2 (Tourism & Hospitality Management). It was agreed that the proposed actions would be discussed at Faculty level, and incorporated into the university's Action Plan for 2020. The completed plan (drawn up as per the template developed by the QAC) will be submitted to the UGC by the given deadline of end April 2020 after obtaining approval of the Faculty Board and Senate. Other matters that were taken up for discussion included strategies for obtaining and analyzing student feedback on a regular basis, and the possibility of conducting internal programme reviews in mid-cycle, as a means of keeping up the momentum.

The next meeting, with the Acting Dean, Prof. Thusitha Mendis, **Faculty of Social Sciences & Humanities**, Heads of Department and representatives of the Faculty, took place from 11.30 am – 12.45 pm in the Vice-Chancellor's office (see Annex 3 for attendance). A presentation was made on activities identified for implementation of recommendations in the 3 Review Reports

(one on the BA general degree, and 2 clusters of BA Honours degrees). It was noted that a major curriculum revision, as well as infrastructure development has been undertaken following the programme reviews. This has been facilitated by AHEAD project funding, which was awarded for a proposal that was based on the review reports. It was accepted that the Faculty needed to greatly strengthen its documentation processes, the lack of which contributed to the poor grades awarded to the programmes offered by the Faculty. The need to further improve both human and physical resources was highlighted by those present. The Faculty agreed to submit their Action Plan for implementation of review recommendations, using the template circulated by the UGC, no later than end-February 2020.

The last meeting for the day was the **26<sup>th</sup> meeting of the IQAU**, which took place from 2.00 – 3.30 pm in the University Auditorium (see Annex 4 for attendance, and Annex 5 for meeting Agenda). It was noted that the Institutional Review Report recommendations have been summarized and the actions necessary to implement these recommendations have also been identified. However, these actions have not yet been converted to an Action Plan as specified in the guidance provided by the QAC-UGC. It was agreed to such an action plan would be developed and submitted to the QAC by the end of February 2020. Other matters that were highlighted during the meeting included the need to involve more academics in external reviews as trained reviewers; the draft documents on RPL and credit transfer, early exit and fall back qualifications, synchronized academic calendar and the university views on grades, grade points and mark ranges.

Prof Nilanthi de Silva  
Director, QAC-UGC

18 December 2019

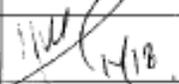
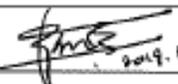
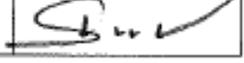
Annex 1.

**Meeting with VC, Registrar, Deans, Bursar, Librarian and Director/ IQAU**

**Date: 18 / 12 / 2019**

**Time: 9.30 a.m. – 10.00 a.m.**

**Venue: VC Office**

No	Participants	Designation	Signature
01	Dr. B.A. Karunaratne	Vice - Chancellor	
02	Prof. Nilanthi De Silva	Director/QAC/UGC	
03	Prof. A.M.J.B. Adikari	Dean - FOA	
04	Dr. W.M. Sriyani	Dean - FOAS	
05	Prof. Percy Wijewardhana	Dean - FMS	
06	Prof. S.H. Siribaddana	Dean - FMAS	
07	Dr. Indika Ihalagedara	Actg. Dean - FSSH	
08	Dr. K.G.P.B. Jayathilake	Dean - FOT	
09	Mr. S.H. Uwaisulkarni	Actg. Registrar	
10	Mrs. A.S. Siriwardhana	Librarian	 2019.12.18.
11	Mr.D.D. Upananda	Bursar	
12	Dr. D.M.S. Duminda	Director/ IQAU	

Annex 2.

Meeting with Dean, HODs and Faculty Coordinators – Faculty of Management Studies

Date: 18 / 12 / 2019

Time: 10.00 a.m. – 11.15 a.m.

Venue: VC Office

No	Participants	Designation	Signature
01	Dr. B.A. Karunaratne	Vice - Chancellor	
02	Prof. Nilanthi De Silva	Director/QAC/UGC	
03	Dr. D.M.S. Duminda	Director/ IQAU	
04	Prof. Percy Wijewardhana	Dean - FMS	
05	Mr.R.K.D Randeni	Coordinator/IQAC	
06	Dr. Mrs. C. T. Gampe	Head, Accountancy → Finance	
07	Dr. DMC Dissanayake	HEAD, IT/ITM	
08	Dr. P. M. B. Jayasinghe	Head, CEM	
09	Dr. UMAS Kappagoda	Activity coordinator	
10	Dr. WMRB Weerasaranga	Activity Coordina	
11	SNS Dahanayake	Activity Coordinator Cof: -228	
12	EW Biviri	Activity Coordinator	
13	P. K. A. Saneerana	Activity coordinator	
14	DMMI Dissanayake	Activity coordinator	
15	KTLUS Dayangana	Activity coordinator	

- 16 P. D. N. K. Palihena, Activity coordinator
- 17. A. L. M. Jameel Activity coordinator
- 18. Mrs. K. T. N. P. Abeywickrama 33
- 19. Dr. H. M. B. P. Ranaweeera, HOD, BM.

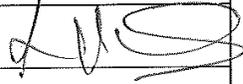
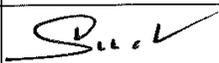
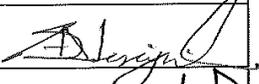
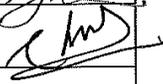
Annex 3.

Meeting with Dean, HODs and Faculty Coordinators – Faculty of Social Science and Humanities

Date: 18 / 12 / 2019

Time: 11.30 a.m. – 12.45 p.m.

Venue: VC Office

No	Participants	Designation	Signature
01	Dr. B.A. Karunaratne	Vice - Chancellor	
02	Prof. Nilanthi De Silva	Director/QAC/UGC	
03	Dr. D.M.S. Duminda	Director/ IQAU	
04	Dr, Indika Ihalagedara	Acting Dean - FSSH	
05	Dr. W.K.D. Keerthiratne	Faculty Coordinator/IQAC	
06	Dr. D.P. Mendis	Head APHM	
07	Dr. EMS Ekamangala	Senior Lecturer	
08	Dr. R.P.R. Praman	Senior Lecturer	
09	Dr. J.M.S. Jayasundara	Head, Env. Man	
10	Dr. S.A.U. Wiranajala	Senior Lecturer	
11	Mrs M.T.H. Kumari	Head/Dep of Languages	
12	Mrs P.N.V.D. Dayaratne	Lecturer in Japanese	
13	R.M. Dhanapala	Head - DEET	
14	Dr. W.K.D. Keerthiratne	Senior Lecturer Coordinator IQAC	
15	Dr. Dilan Gunawardana	Senior Lecturer	

16 Prof. SWGR Bulankulam Head Social Sciences 

17 M.M.S. Sanyal SAR/FSSH 



## Annex 5.

### 26<sup>th</sup> Meeting of the Management Committee on Quality Assurance

18<sup>th</sup> December 2019 at 2.00 pm in the Auditorium/RUSL

#### Agenda

- 26.01 Announcements
- 26.02 Confirmation of the Minutes of the MC meeting on Quality Assurance held on 13<sup>th</sup> November 2019
- 26.03 Matters arising from the minutes
- 26.03.01 Status of the University Calendar and Policy documents of the RUSL
- 26.03.02 Activity Plan and Progress Reports of IQACs in faculties and CDCE
- 26.03.03 Program Review/ Institutional Review
- 26.03.04 Facilities for IQACs and Bimonthly meetings
- 26.03.05 Updates from Standing Committee of QAC, UGC
- 26.03.05.01 Annual Meeting between Director QAC/UGC and MC/RUSL and Draft Documents of QAC/UGC
- 26.03.05.02 Sri Lanka Qualification Framework Review – 2019
- 26.04 Any Other Matters
- 26.04.01 Conducting of Workshops of IQAU
- 26.04.02 Workshop on Students Engagement
- 26.04.03 Commission Circular 09/2019