



Program Review 2020

SELF EVALUATION REPORT

Degree programme of BScHons in Environmental Science



Department of Bio-science science
Faculty of Applied Science
Vavuniya Campus of the University of Jaffna
June 2020



Self-Evaluation Report Quality Assurance

Department of Bio-Science
Faculty of Applied Science
Vavuniya Campus
University of Jaffna
2020

Table of Contents

SECTION I	: Introduction to Study Program	2
SECTION II	: Process of Preparing the SER	8
SECTION III	: Compliance with the Criteria and Standards	11
Criterion 1	: Programme Management	12
Criterion 2	: Human and Physical Resources	20
Criterion 3	: Programme Design and Development	25
Criterion 4	: Course/Module Design and Development	32
Criterion 5	: Teaching and Learning	38
Criterion 6	: Learning Environment, Student Support and Progression	44
Criterion 7	: Student Assessment and Awards	51
Criterion 8	: Innovative and Healthy Practices	57
SECTION IV	: Summary	61
Annexure I		
Annexure II		
Annexure III		
Annexure IV		
Annexure V		
Annexure VI		

SECTION I

INTRODUCTION TO STUDY PROGRAM

Introduction

1.1. Establishment of Vavuniya Campus

The Vavuniya Campus of the University of Jaffna was established on 1st April 1997 by an order made under Section 22 of the Universities Act No. 16 of 1978 with two faculties namely the 'Faculty of Applied Science' and 'Faculty of Business Studies' each with two departments. Students were absorbed into Vavuniya Campus of the University of Jaffna and the Faculty commenced its academic activities in 1997. The Faculty of Applied Science consists of two departments namely Bio-science and Physical Science.

The permanent site of Vavuniya Campus is about ten kilometers away from Vavuniya along the Vavuniya–Mannar Road at Pampaimadu in a land of one hundred and eighty acres of land. The sister faculties have already started functioning in their own permanent buildings with the available facilities. The building works of the DoB, the administration, and other sections or service units of Vavuniya Campus are yet to be completed, thus the DoB is still functioning in isolated temporary buildings in the Vavuniya town.

1.2. The Department of Bio-Science

The DoB is pioneer in offering bachelors' degree in Environmental Science for undergraduates since 1997. Since its inception, the Department has gone through several milestones (Annexure I). At present, the department offers BSc Honors in Environmental Science (4 years) for the students. The objective of the Department is to train undergraduates to suit the modern trends in the industry, research and development of the national economy through the volume of learning as per the curriculum.

1.3. Degree programs offered by the Department of Bio-Science

The Department of Bio-science was initially offered three-year General degree in Environmental Science until 2005, then the four year extended degree program was introduced in 2006. Considering the discrepancies in the procedure, the conditions were revised in 2011, and students were offered special degree in Environmental Science (2+2) providing optional courses in level 4. According to the feedback from employers' and students', curriculum revision was made in 2019 to admit the students to BSc Honours degree in Environmental Science.

In addition, the revised curriculum adhered with SLQF (2015) and SBS with notional hours to adapt OBE-SCL through laboratory practical, field-based studies to improve the required skills in the field of Environmental science with special focus to EIA, waste management, ecosystem and habitat restoration, wildlife management, natural resource management etc.

DoB examines the development in offering the DP on a regular basis and carry out SWOT analysis to articulate strategies to ensure that our graduates excel in the competitive job market. A detailed SWOT analysis is given in the Annexure IV.

1.3.1. Program Overview

This degree program is designed to offer KSAM and to produce the graduates to the current job market. The proposed degree program is credit based and an academic year is divided into two semesters, each with 15 weeks duration. One credit shall constitute of 50 notional learning hours. Students admitted for the degree program are required to follow compulsory and optional course units in all four levels and auxiliary course units for their skills development.

Since the Environmental Science is a multidisciplinary field, the curriculum of the Level 1 Semester I has been designed incorporating the course units related to fundamentals of Environmental Science in different disciplines of Chemistry, Botany, Zoology in addition to Basic Mathematics and Fundamental of Information Technology. From Level 1 Semester II to Level 4 Semester II, the curriculum deals with the detail study of environmental science. The curriculum of Level 4 focuses on an industrial training and a research project to provide exposure to work in an industrial environment. The research topics are identified considering regional and national interest related to natural resources and environmental issues. Further, students are requested to prepare field report to satisfy the evaluation requirements of field visits, presentations, seminar to adapt SCL which cater the wide range of ILOs and skills as stated in the SLQF (2015) to the undergraduates.

Auxillary course units (English Language, Social harmony and Active Citizenship, Communication and Soft skills, Career guidance and Management and Entrepreneurial skill) are especially designed to develop the skills and personality which are essential for a graduate in the field of Environmental Science. The volume of learning of auxiliary course units is equivalent to 14 credits. Though all these auxiliary course units are not included into the calculation of GPA, the student should satisfy the minimum requirement as specified in the evaluation scheme

to be eligible for the award of degree. This course has gained popularity among the community as it has created a pathway to solve the environmental issues scientifically.

1.4. Program Objectives:

The objective of the degree program in Environmental Science is to produce the skilled graduates in the field of environmental science with the capacity of solving the environmental issues using appropriate scientific techniques, to train manpower to suit the modern trends in industry and research and to disseminate the knowledge to the society in order to contribute to sustainable development nationally and globally.

1.5. Graduate Profile:

Graduates in the discipline of Environmental Science should be able to,

- Apply academically gained knowledge in solving environmental issues scientifically
- Identify the environmental issues, think critically, research, communicate, write and disseminate the findings scientifically
- Ensure the sustainability of the environment
- Be a socially and environmentally responsible citizen

1.6. Student Enrollment

Since the commencement of the DP (1997) the number of students enrolled for this course is gradually being increased and at present total of 97 students are attached to the Department of Bio-Science. From academic year 2018/2019, the intake of students has been increased to 75. The number of students during the past 06 years is shown in Table 01.

Table 01: Student enrolment details.

Year of enrolment	No. of students enrolled	Year of completion
2014	28	2019
2013	37	2018
2012	21	2017
2011	10	2016
2010	11	2015
2009	08	2014

1.7. Department Staff Profile

At present the Department has 07 senior lecturers, 04 lecturer (probationary), 02 temporary assistant lectures and 04 demonstrators. During the time of introduction of the DP ‘Environmental Science’, there were lack of academics specialized in the field of Environmental Science to conduct the DP. Alternatively, during that time agriculture graduates were recruited as they were found to be the most suitable academic experts as their field is involved with the number of disciplines closely linked to environment. However, currently the staff attached to the DoB are a blend of the experts from agriculture, pure sciences (chemistry and zoology), and environmental science, in which 55% of the staff from the field of environmental science.

The numbers and the profile of academic and non-academic of the DoB are presented in Annexure II.

1.8. Learning resource system (library, ELTU, laboratories, computer facilities etc.)

a. Laboratories:

The Department has two laboratories for environmental chemistry and environmental biology practical sessions. The department used its mini EIS computer laboratory to facilitate the ICT based practical modules, however with the increasing number of students, the department shares a computer laboratory with its sister department for hosting practical sessions in fundamentals of ICT, GIS, Remote Sensing, Environmental Systems Modelling, Statistics. and support research/dissertation write-ups for Environmental Science students.

The construction of fully-fledged three laboratories are under construction in its permanent place-Pampaimadu, and the construction works almost completed. The laboratory instruments/equipment, consumables and computers need to be purchased to strengthen the laboratories.

b. Self-Access Learning Center (SALC):

SALC is a sharing resource of both departments of physical science and Bio-Science to facilitate SCL with 22 computers including internet facilities. Students use this self-directed learning to prepare their individual/group assignments, tutorials, research/field visit reports, presentations, data analysis, dissertations etc. Students have 24/7 access to SALC.

c. Department of English Language Teaching:

DELT offers English Language and Communication skills for first and second year batches for all the students who have access to the common CALL facility in Pampaimadu for the learning of English language in ICT platform, however a dedicated CALL for the students attached to Faculty of Applied Science is under construction, funded by AHEAD ELTA-ELSE. In addition, the Department AHEAD DP supports English language for Environmental Science through workshops, trainings and CALL.

1.9. Student support system and management

OP is conducted for incoming students every year to explain the organization structure, academic calendar, course details, curriculum, teaching and learning, assessment methods, examination rules/regulations, awards, scholarships/financial support, and the available facilities such as career guidance, GEE, SGBV, anti-ragging, other student support systems-canteen, transport, accommodation, health care facilities, sports, recreation, cultural and aesthetic activities. The documents are made available to each student providing SHB and student charter.

1.10. Changes initiated/implemented, arisen from last review

Based on the recommendations received from the subject review team in 2009, follow up actions have been taken (Annexure III). More than 75% of the recommendations were full filled.

SECTION II

PROCESS OF PREPARING THE SER

Process of Preparing the SER

The Faculty of Applied Science offers three degree programmes in Bachelor of Science Honours in Computer Science, Bachelor of Science Honours in Environmental Science and Bachelor of Science Honours in Information Technology. These three degree programmes are handled by two departments namely Department of Bio-science and Department of Physical Science. Faculty Board at its 120th meeting held on 29th October 2019 decided to write three separate SER reports for the three Degree programs. The Department of Bio-science is responsible to write the SER for the Bachelor of the Science Honours in Environmental Science (SLQF Level 6). The Faculty appointed criteria wise person-in-charge to write up the SER and the approval granted by Senate of the University of Jaffna along with its ToR at its 441th meeting held on 05.11.2019 (Table 01). The Dean of the faculty, Head of the Department and Coordinator/FQAC were coordinated the overall guidance and supervision in addition to the allocated criterion/criteria for them.

Table 1: Composition and Responsibilities of SER write-up team for the BSc Honours in Environmental Science

Name	Criteria
Dr. (Mrs). J. Nimalan	Criteria 01: Programme Management
Dr. S. Wijeyamohan	Criteria 02: Human and Physical Resources
Dr. (Mrs). A. Nanthakumaran	Criteria 03: Programme Design and Development
Dr. (Mrs). S. Devaisy	Criteria 04: Course/Module Design and Development
Mr. G. Naveendrakumar	Criteria 05: Teaching and Learning
Dr. (Mrs). M. Piradeepkumar	Criteria 06: Learning Environment, Student Support and Progression
Mr. A. E. S. Patrick	Criteria 07: Student Assessment and Award
Dr. (Mrs). A. Nanthakumaran	Criteria 08: Innovative and Healthy Practices

The SER was developed based on the guidelines given in the ‘Manual for the Review of undergraduate degree programmes of Sri Lankan Universities and Higher Education Institutions’, published by UGC in 2015. The writing team attended the workshop regarding the SER write-up for PRs of 2020 on 26, November 2019 organized by QAC, UGC in Colombo. With the facilitation of FQAC, the Head of the Department, conducted series of meetings with the staff members to explain collection of evidences, collation of data, adopting to common

coding system, the write up of claim for the respective evidences and the synthesis of draft report in a participatory approach. In addition, FQAC organized discussions at the regular intervals individually with the person in charge of each criteria to discuss the issues the team encountered, and the challenges faced during the write up of SER.

The final report was compiled by the chairperson and coordinator/FQAC, Head of the Department and the person-in-charge of each criteria. The draft report was finally presented to students and all the staff members including Administrative, and non-academic staff and incorporated their suggestions.

The approval of the criteria wise person-in-charge, attendances of regular meeting, steering committee meeting are attached (Annexure VII).

SECTION III

COMPLIANCE WITH THE CRITERIA AND STANDARDS

Criterion 1 – Programme Management			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
1.1	Faculty established with two departments, standing and ad-hoc committees-research, building, network, web, anti-ragging, web, UBL, and career-guidance, for effective management and execution of its core functions. FQAC established for adopting best practices and for monitoring.	Faculty by-law;	VC/1/1/01
		Organogram;	CB//1/1/02
		Faculty policy-SOP;	VC/1/1/03
		Minutes-FB;	FAS/1/1/04
		Departmental meeting Notes;	DBS/1/1/05
		Minutes-FQAC;	FAS/1/1/06
		List of Committees;	FAS/1/1/07
		TOR-committees;	FAS/1/1/08
		Minutes-Committees;	FAS/1/1/09
		IQAU-Bylaws;	UJ/1/1/10
1.2	Faculty Action plan is up-to-date, aligned with SMP, demonstrates new trends in higher education, Implementation monitored by FB.	SMP-2015-2019; 2016-2020; 2017-2021; 2018-2022; 2019-2023;	VC/1/2/01
		Action plan-Faculty (2019/2018/2017/2016/2015);	FAS/1/2/02
		List of initiatives-action plan;	FAS/1/2/03
		Action plan-FQAC;	FAS/1/2/04
		Minutes-monitoring committee-	FAS/1/2/05
		Minutes-FQAC;	FAS/1/2/06
		Workshop-SMP-2019;	FAS/1/2/07
1.3	Management procedures compliance with SOP, documented, widely circulated and facilitated the staff to work.	Circular/letter Com.;	FAS/ 1/3/01
		Financial/administrative regulation;	VC/ 1/3/02
		Audit-report-internal/external;	VC/1/3/03
		Faculty policy-SOP;	FAS/ 1/3/04

1.4	Participatory approach adopted -allowing 02 student representatives and external members to faculty board. -student representative for welfare committee/canteen committee; follow up actions taken. Decisions on governance and management taken at FB	FB-minutes- 2015;2016;2017;2018.2019;	FAS/1/4/01
		Committees-minutes;	FAS/ 1/4/02
		FQAC-minutes- 2017;2018;2019;2020;	FAC/1/4/03
		Follow-up-action-	FAS/1/4/04
		Suggestion-Box;	DBS/1/4/05
		Stakeholder-consultation	DBS/1/4/07
1.5	Faculty adhering to annual academic calendars recommended by FB/CB approved by senate and enabling student graduation within stipulated time.	Academic calendar- 2015,2016,2017,2018,2019;	FAS/1/5/01
		Minutes-Senate/CB/FB	FAS/1/5/02
		Timetables- 2015,2016,2017,2018,2019;	FAS/1/5/03
		Records of entry date/graduation dates- 2015,2016,2017,2018,2019;	FAS/1/5/04
1.6	SHB provides information on the current status of the faculty, degree program, learning resources examination rules, student service and facilities. SHB and Student charter issued to each student and available in the faculty website.	SHB- 2015,2016,2017,2018,2019;	FAS/1/6/01
		Student charter;	FAS/1/6/02
		Signature sheet upon issuance;	FAS/1/6/03
		SHB-Website-2016-2019;	FAS/1/6/04
		Documentary Evidence for issuing Student charter- 2015,2016,2017,2018,2019;	FAS/1/6/05
1.7	SHB issued upon the entry of incoming students, provides the detail of degree program-Course outline, exit options at different levels, core/elective	SHB- 2015,2016,2017,2018,2019;	FAS/1/7/01
		SHB-Website-2016-2019;	FAS/1/6/02
		Faculty bylaws-Revised curriculum 2013/2019;	FAS/1/6/03

	courses/auxiliary course, examination procedures, grading, graduating requirements, examination manual/guidelines.	SHB-signature sheet of issuance;	FAS/1/6/04
1.8	Web committee of FAS designs and updates the website with relevant information. SHB, notices/announcements uploaded and linked to faculty/campus website. Further updating of webpage in progress with AHEAD funding.	Faculty Webpage-2020;	FAS/1/8/01
		TOR-Web-committee;	FAS/1/8/02
		Minutes-Web-Committee;	FAS/1/8/03
		Webpage-designing-AHEAD;	FAS/1/8/04
1.9	Followed by approval procedure, OP conducted for the students at the commencement of degree program to adapt for university environment and make them aware of degree program, resources, facilities and support services.	Minutes for Approval-FB/CB/Finance;	FAS/1/9/1/01
		Committee/Council;	FAS/1/9/2/02
		OP-agenda;	FAS/1/9/03
		Student attendance-2015,2016,2017,2018,2019;	FAS/1/9/04
		Feedback form;	FAS/1/9/05
		FB Minute-Feedback-summary presentation;	FAS/1/9/06
1.10	Examination and admission branch maintain student records and results confidentially with updates and back up by DR/Exam	Admission details Examination details	
1.11	Faculty uses ICT platform for program management, teaching and learning, research and community engagement maintains via University MIS.	SHB-	FAS/1/11/01
		2015,2016,2017,2018,2019;	DBS/1/11/02
		LMS usage documents;	DBS/1/11/03
		EIS-Lab-records;	FAS/1/11/04
		Inventory/SALC;	DBS/1/11/05
		Attendance register-SALC;	FAS/1/11/06
		MIS-Usage-2015,2016,2017,2018,2019;	FAS/1/11/07

1.12	Faculty issues student charter at student enrolment. The adherence towards student charter monitored and promoted by student/academic counsellors and other staff members.	Student charter;	FAS/1/12/01
		Signature sheet upon issuance;	FAS/1/12/02
		OP-agenda-2015,2016,2017,2018,2019;	FAS/1/12/03
		Faculty website;	FAS/1/12/04
		Faculty policy-SOP;	FAS/1/12/05
		SC-WP;	FAS/1/12/06
		Monitoring-documents-Academic mentor;	DBS/1/12/07
1.13	Dean and HoD issue work norms and academic accountability/lecture assignment to academics, list of duties to non-academic staff, monitored and updated at the beginning of year.	Codes of conduct-different categories of staff;	UGC/1/13/01
		Monitoring docs- Increment-form/promotion application/uniform claim List of duties;	VC/1/13/02
		Lecture assignments;	DBS/13/04
		Departmental meeting Notes;	DBS/13/05
1.14	Faculty initiated the research awards for academic staff and discussed about teaching excellence award.	Proposal-REA;	FAS/1/14/01
		RA-2016-2019;	DBS/1/14/02
		Long-service-award;	VC/1 /14/03
		Increment-forms;	VC/1/14/04
		Annual-report;	VC/1/14/05
		IQAU Bylaw;	UJ/1/14/06
1.15	FQAC established as per the guidelines of UGC and undertakes activities in liaison with IQAU/UJ and monitored by FB.	IQAU-FQAC-responsibilities;	FAS/1/15/01
		Minutes-FQAC;	FAS/1/15/02
		Minutes-FB;	FAS/1/15/03
		FQAC-Action plan;	FAS/1/15/04
		Faculty policy-SOP;	FAS/1/15/05
		Minutes-IQAU;	FAS/1/15/06
1.16	CRC appointed by the DoB implemented the revised curriculum in 2013 and 2019 (once in 05 years with external resource	ToR-CRC;	FAS/1/16/01
		Minutes-CRC-2011/2016;	FAS/1/16/02
		Stakeholder-meeting-minutes;	DBS/1/16/03
		Feedback-SH;	DBS/1/16/04

	person and stakeholder participation) with appropriate approval procedures.	Minutes-approval-UGC/Council/Senate/CEC/CB/FB;	DBS/1/16/05
		QAC Com.;	DBS/1/16/06
1.17	Curriculum revised considering SLQF, SBS giving more weightage to OBE-SCL.	SLQF-2015;	FAS/1/17/01
		SBS;	DBS/1/17/02
		SHB/Revised curriculum;	VC/1/17/03
		Workshop-SDC;	DBS/1/17/04
		Correspondence/Documents;	DBS/1/17/05
		Workshop-OBE-SCL;	VC/1/17/06
1.18	Faculty maintains well defined policy on program approval and implementation. Students complete their degree without any disruption, except a very few students who extend their study period due to re-sit their exams recommended by FB and campus board approved by senate. Examination papers set separately for the old curriculum.	Minutes-Approval-Council/Senate/CEC/FB/CRC;	Senate/1/18/01
		Exam-schedule;	VC/1/18/02
		Exam time table;	DBS/1/18/03
		Examiner's list;	VC/1/18/04
		Exam-papers;	FAS/1/18/05
		Student-drop-out;	FAS/1/18/06
		SHB;	FAS/1/18/07
1.19	Academic quality enhanced by the course/teacher evaluation by students. Feedback of peer evaluation communicated to staff member. Alumini members participated curriculum revision. Teaching and learning improved considering feedback from students, peers, moderators and second examiners, employers.	Feedback forms;	DBS/1/18/01
		Student feedback-summary;	DBS/1/18/02
		Reports-2017-2020;	DBS/1/18/03
		Summary-GTS;	DBS/1/18/04
		Follow-up-actions;	DBS/1/18/05
		Stakeholder-meeting-minutes;	DBS/1/18/06
		Peer evaluation;	DBS/1/18/07
		Employability studies;	DBS/1/18/08

1.20	Academic research was conducted with the collaborative partnership in national level.	Letter correspondences;	DBS/1/19/01
		MOUs;	DBS/1/19/02
		UGC-RG;	DBS/1/19/03
1.21	Academic mentoring and student counselling done by academic mentors and student counsellors. AR/Welfare and sub-warden taking care of students' welfare. Faculty level Web centre facilitated by coordinator arranged workshops and seminars Proctor, Deputy Proctor, Senior student counsellors guiding students in an appropriate manner.	Appointment Letter;	VC/1/21/01
		FB-Minutes-academic counsellor/WeBe;	DBS/1/21/02
		Workshop-SDC;	VC/1/21/03
		Academic Counsellor-ToR/Log-book;	DBS/21/04
		Timetable;	DBS/21/05
1.22	Permanent health centre facilitated FAS students with medical officer daily with limited hours and a nurse with fulltime, sports activities by Physical instructor. Students are encouraged to celebrate all cultural festivals.	Photograph-Health centre;	FAS/1/22/01
		Communications-SU;	DBS/1/22/02
		Letter correspondences/invitations-cultural function;	VC/1/22/03
		Minutes-CB;	VC/1/22/07
		TOR-Committees;	FAS/1/108
		FAS Week, approval;	VC/1/22/08
1.23	Accommodation provided for all students with 24 hours-Security service. Tar access roads with street lights Students are monitored by sub warden with provided guidelines Installed fire extinguishers Laboratory safety measured-first-aids/gloves/lab-coats.	Warden/sub-warden/security service;	VC/1/23/01
		Photos-fire extinguisher;	VC/1/23/02
		Safety measures-first aid box;	VC/1/23/03
		Chemicals-neutralizers;	DBS/1/23/04
		Lab coat/Goggles;	DBS/1/23/05

1.24	Faculty adopts examination by laws -available for staff and students -with proper examination practice, examination offences and student discipline. Faculty union is established aligned with Campus rules	SHB;	FAS/1/24/01
		Manual of procedure/Examination;	VC/1/24/02
		Examiners' guidelines;	VC/1/24/03
		Faculty policy-SOP;	FAS/1/24/04
		Student Union-constitutions;	FAS/1/24/05
1.25	Faculty has infrastructure facilities with lift, ramps and washroom for students with special needs as per UGC Circular-2015. However, no students enrolled to this faculty with special needs.	Minutes-CB/FB;	VC/1/25/01
		Photographs-Infrastructure;	VC/1/25/02
		Faculty policy-SOP;	FAS/1/25/03
1.26	CGEE/UJ members representing the faculties, conducted workshops preparing action plans to ensure the GEE by giving awareness programs to students at OP and student committees with female/male representation. Policy document and the action plan available at Faculties.	Policy-GEE;	VC/1/26/01
		Workshops-GEE/SGBV;	VC/1/26/02
		Feedback-workshop;	VC/1/26/03
		Action plan-SDC;	UJ/1/26/04
		SGBV Bylaw;	UJ/1/26/05
		LoA-Coordinator-SGBV;	VC/1/26/06
		Female-Student-Rep.;	VC/1/26/07
		OP-agenda;	FAS/1/26/08
1.27	Faculty adopts the policy of zero-tolerance to ragging by forming anti-ragging committee. Deputy Proctor, Marshal, Student Counsellors and all Faculty staff members maintaining zero-tolerance of ragging. Immediate actions taken for students involved in ragging and punishment given.	Parliament-Act;	Gazette /1/27/01
		UGC-circular;	UGC/1/27/02
		Faculty policy-SOP;	FAS/1/27/03
		ToR-anti-ragging committee;	FAS/1/27/04
		Minute-anti-ragging committee;	FAS/1/27/05
		Minutes-FB;	FAS/1/27/06
		Records of punishments;	FAS/1/27/07
		SHB;	FAS/1/27/08

		Anti-ragging-program schedule;	VC/1/27/09
Summary FAS is established with two departments and ad-hoc committees involve in effective program management and the quality of the degree program is monitored by FQAC. Faculty action plan is aligned with SMP, demonstrates new trends in higher education. FB consists of senior academics with a representatives of lecturer (prob) takes decisions on the matters related to academic activities with the participation of external members and the students. Faculty adheres annual academic calendar enabling the students' graduation within stipulated time. SHB provides all the information regarding course outline, student support services, exam process and regulations, graduation requirements, evaluation process, fall back options and exit points, issued to each student upon his/her entry. Curriculum revision based on student, staff, alumni and employers' feedback, considering SLQF, SBS giving more weightage to OBE-SCL. GEE, student security and safety are undertaken by respective officials and monitored by relevant authorities. Faculty is very much concern on zero-tolerance of ragging and adopt some measures through anti-ragging committee.			

Criterion 2 – Human and Physical Resources			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
2.1	Academic programmes conducted by qualified, competent staff involving in research with regional specific and outreach activities. Qualification of 11 academic staff, (PhD–45%; MPhil–18%; Reading PhD–18%; Reading MPhil–9% Offer for PhD–9%)	Approved Carders;	UJ/2/1/01
		Staff profile-SHB/web;	FAS/2/1/02
		Educational Certificates;	FAS/2/1/03
		Annual Report-Research publications;	FAS/2/1/04
		Affiliation with professional bodies;	FAS/2/1/05
		Community outreach;	DBS /2/1/06
2.2	Educational qualifications of academic staff are multidisciplinary, and the field of specialization of newly recruited staff specified in the appointment letter. Probationary staff complete postgraduate within stipulated time.	UGC circulars/recruitment policies;	UGC/2/2/01
		Educational certificates;	FAS/2/2/02
		Staff profile-SHB/web;	FAS/2/2/03
		Research grants;	UJ/2/2/04
		Annual report-Research publications;	FAS/2/2/05
		Newspaper advertisement;	VC/2/2/06
		Appointment letters	VC/2/2/07
		Marking scheme-council approved form selection criteria;	UJ/2/2/08
		Letter correspondences-training program;	DBS/2/2/09
2.3	Staff completes induction program at the earliest. Completion of induction is pre-requisite for the	Appointment letter of academic staff;	VC/2/3/01
		Induction Program-SDC plan;	UJ/2/3/02

	confirmation and promotion in their position.	Certifications for the completion of induction program;	UJ/2/3/03
2.4	Staffs are encouraged to participate in CPD programs in their respective disciplines.	Letter correspondences-Staff nomination for workshops;	FAS/2/4/01
		Certificates of Participation	FAS/2/4/02
		List of workshops-SDC;	VC/2/4/03
		Salary increment form;	UJ/2/4/04
		UGC Circular-CPD report;	UGC/2/4/05
		Budget allocation-CPD programs;	VC/2/4/06
2.5	Maximum utilization of resources and comfortable learning environment ensured with limited infrastructure facilities. (lecture halls-4; laboratories (ECL/EBL/EIS/CALL); Common Library-1; SALC-1; Common study room; Canteen; Hostel; Administration building).	Inventory, photographs;	DBS/2/5/01
		Student attendance-SALC;	FAS//2/5/02
		Layout of seating arrangement;	FAS/2/5/03
		SHB;	FAS/2/5/04
2.6	Faculty offers Honours degree in Environmental Science degree (4 year) with industrial training (02 months) and research project (6 credits), laboratory practical (1/3 of total contact hours). IT based courses-GIS/RS, statistical packages and environmental systems modelling in the curriculum. 60% of the course units with practical components.	Letter correspondences-industrial training;	DBS/2/6/01
		Laboratory practical;	DBS/2/6/02
		SHB;	FAS/2/6/03
		List of dissertations;	DBS/2/6/04
		Photographs-field trips;	DBS/2/6/05
		Newsletters;	VC/2/6/06
		Letter correspondence- field visit request;	VC/2/6/07

2.7	Given adequate training on OBE-LCT, through SDC, AHEAD. Use LMS to promote OBE-LCT. Adequate facilities-laptops, data-drives, internet, and Wi-Fi provided. Adaption of OBE-LCT monitored, and feedback obtained. Peer evaluation of teaching.	SDC Program schedule-OBE-LCT;	UJ/2/7/01
		Workshops-SDC/AHEAD;	VC/2/7/02
		Signature sheet upon issuance of items;	DBS/2/7/03
		LMS report;	DBS/2/7/04
		LMS-workshop;	DBS/2/7/05
		Field excursion photographs;	DBS/2/7/06
		Peer observation evidence-template;	DBS/2/7/07
2.8	Library with user friendly online catalogue system; online e-resources of Oxford Journals, Taylor & Francis, JStor, and Wiley Online Library. Opens from 8.00 a.m-5.45 p.m. First year-3 tickets and thereafter it increases by one every year.	Inventory;	VC/2/8/01
		The library guide;	VC/2/8/02
		Library Website;	VC/2/8/03
		Budget for library allocations;	VC/2/8/04
		Letter communication-Librarian;	VC/2/8/05
		Usage Report;	VC/2/8/06
2.9	To improve ICT skills: -Three credit ICT course (1st year), Advanced ICT courses-GIS, System modelling and Remote sensing (4th year) incorporated in the curriculum to improve ICT skills. -SALC facilitated self-directed learning.	Inventory-SALC/computer laboratory/server-network;	FAS/2/9/01
		Attendance register-SALC/computer laboratory;	FAS//2/9/02
		LMS;	VC/2/9/03
		SHB;	FAS/2/9/04
		Timetable;	DBS/2/9/05
		LMS application form;	VC/2/9/06
		LMS Workshop;	VC/2/9/07
		Proposed Smart lecture hall through AHEAD;	FAS/2/9/08
		Online Teaching-learning (Zoom/Google class);	DBS/2/9/09
2.10		Existence of DELT;	VC/2/10/01

	English communication with CALL by DELT-self-learning, group discussions, and presentations. Minimum C grade requested for degree awarding. Initiatives taken to strengthen English language learning through AHEAD funds.	SHB;	FAS/2/10/02
		Timetable;	DBS/2/10/03
		Student group list;	DBS/2/10/04
		CALL usage;	VC/2/10/05
		Workshop-English Language Fellow;	VC/2/10/06
		UTEL exam;	UJ/2/10/07
		AHEAD Funding;	FAS/2/10/08
2.11	Ensured training on soft skills by non-GPA course/ACU on soft/life skills in the curriculum. Career fair organized by CGU in 2016 and 2017. CGU at campus level, Career guidance cell at faculty level headed by Director and Advisor respectively to conduct activities.	SHB-course, graduate profile;	FAS/2/11/01
		Revised curriculum;	DBS/2/11/02
		934 Circular;	UGC/2/11/03
		Activities-Vanni Career Fair (2016, 2017), Workshops;	VC/2/11/04
		Letter correspondence-Workshop and career fair;	VC/2/11/05
		Students' attendance-Career guidance workshops;	VC/2/11/06
		Documents/courses-soft skills;	FAS/2/11/07
		AHEAD activities;	FAS/2/11/08
2.12	Faculty facilitates multicultural programs, social harmony and cohesion among the students with ethnic and cultural background. Curriculum incorporates ACU on 'social harmony'. Students celebrate religious festivals, regardless of religions.	SHB;	FAS/2/12/01
		Letter correspondence-social function, welcome function, "Pirith", 'Thai pongal', 'Sinhala tamil new year', 'light festival', 'muslim festival', 'FAS week', Interfaculty fresher's championship, Interfaculty Table tennis tournament etc.;	VC/2/12/02
		Newsletter;	VC/2/12/03
		Approval and Facilitation to celebrate FAS week;	VC/2/12/04

		Religious Societies-Muslim Majlis, Hindu society, Christian Association;	VC/2/12/05
Summary: Academic staff are qualified and competent enough to offer the DP and to carry out regional specific researches and outreach activities. Staffs are encouraged to participate in CPD programs for the quality concern and for the faculty development. Maximum utilization of resources and comfortable learning environment ensured with limited infrastructure facilities. Self-directed and lifelong learning are facilitated by SALC and ICT platform. Library is equipped with user friendly online catalogue system and with e-resources. CGU at campus, CGC at faculty jointly conducted career guidance activities, career fair and facilitate the students to find their career path.			

Criterion 3 - Programme Design and Development			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
3.1	Developed the curriculum in 1998 and revised in 2013 and 2017 with the participation of all the academic staff, academic support staff outside experts, employers, Alumni members and student feedback with UGC and QAC stipulations adopted. The Hand book, corporate plan and strategic management plan reflects the vision and mission of the Faculty The statutory bodies recommended, approved curriculum development committees, designs, revisions and evaluation experts.	Minutes-Council;	UJ/3/1/01
		Minutes-Senate;	UJ/3/1/02
		Minutes-CB;	VC/3/1/03
		Minutes-FB;	FAS/3/1/04
		Minutes-Stakeholder meetings;	DBS/3/1/05
		Minutes-Special meetings;	VC/3/1/06
		Minutes-Departmental meeting notes;	DBS/3/1/07
		UGC Application;	UGC/3/1/08
		UGC Summary Report;	UGC/3/1/09
		Letter Com.;	DBS/3/1/10
		Faculty policy-SOP;	FAS/3/1/11
3.2	Participation ensured by External reviewers appointed by Standing Committee-Science and the Professionals and employers appointed for the Stakeholder meeting with approval. Adhered with subject review report.	Minutes-Council;	UJ/3/2/01
		Minutes-Senate;	UJ/3/2/02
		Minutes-CB;	VC/3/2/03
		Minutes-FB;	FAS/3/2/04
		Minutes-Stakeholder meetings;	FAS/3/2/05
		Subject Review Report-2009;	FAS/3/2/06
3.3	Incorporates feedback obtained from employers, and Alumni.	Minutes-Stakeholder meetings;	FAS/3/3/01
		Reviewers' report-email, letter correspondences.	DBS/3/3/02

3.4	Degree Programme compliance to national needs, vision, mission and goals ensured via formulating GP as the base for curriculum with periodic revision.	SMP (2019-2024; 2018-2023; 2017-2022; 2016-2021; 2015-2020)	FAS/3/4/01
		SHB;	FAS/3/4/03
		CEC letter correspondences;	FAS/3/4/04
3.5	Curriculum revised adopting SLQF and SBS of UK and the subject review report provided in 2009. Volume of work, ILOs and the title of the degree complies with SLQF.	Faculty policy-SOP	FAS/3/5/01
		SLQF;	UGC/3/5/02
		SHB;	FAS/3/5/03
		Revised curriculum	DBS/3/5/04
		SBS documents;	FAS/3/5/05
		Minutes-Senate;	UJ/3/5/06
		Doc-CEC;	UJ/3/5/07
		Minutes-CB;	CB/3/5/08
		Minutes-FB;	FAS/3/5/07
3.6	Program design includes the details of exit pathways (fall back options), ILOs, TLAs during programme design and development are ensured. Entry requirements by UGC regulations, SBS aligned with Environmental Sciences and Environmental Studies, UK. Program Learning and assessment methods enabling to achievement the ILOs.	Faculty policy-SOP	FAS/3/6/01
		Revised curriculum	DBS/3/6/02
		SHB;	FAS/3/6/03
		Course outline;	DBS/3/6/04
		Alignment-PLOs-ILOs	DBS/3/6/05
3.7	GP of DP is used as the base for developing ILOs to ensure its achievement at each level.	SHB;	FAS/3/7/01
		Industrial training report;	DBS/3/7/02
		Research projects;	DBS/3/7/03
		Mapping: GP-ILOs	DBS/3/7/04
3.8	Assessments are based on ILOs, student performance indicates the	SHB;	FAS/3/8/01
		Feedback-Moderators;	DBS/3/8/02

	ILOs are realistic/ feasible/ deliverable.	Feedback-Second examiners;	DBS/3/8/03
		Feedback-student;	DBS/3/8/04
		Assessment marks;	DBS/3/8/05
3.9	To ensure OBE, DP aligns TLA strategies with ILOs and PLOs via, KSAM. Faculty encourages the staff training on OBE-SCL. UGC/University policy for compulsory staff induction training for confirmation and promotion. Allocating money for staff training and arranging workshops through SDC	Constructive alignment-ILOs/POs-KSAM	DBS/3/9/01
		Annual Report;	FAS/3/9/02
		Training Sessions by SDC;	VC/3/9/03
		Peer Evaluation Survey Form;	FAS/3/9/04
		Attendance register-SALC;	FAS/3/9/05
		Field Visit;	DBS/3/9/06
		Student Feedback;	DBS/3/9/07
		Workshop-OBE-SCL;	DBS/3/10/08
3.10	Generic skills of students enriched by industrial training, course unit on seminar, soft skill development and the nature of the DP itself with multidisciplinary courses as specified in the SHB.	SHB;	FAS/3/10/01
		Revised curriculum;	DBS/3/10/02
		Seminar list;	DBS/3/10/03
		Research projects;	VC/3/10/04
		Attendance register-SALC;	FAS/3/10/05
3.11	Policy decision to incorporate Gender, cultural and social diversity, equity, social justice, ethical values and sustainability integrated into curriculum. Incorporating ethics and values into courses, unbiased allocation of students for group activities and having English as medium of instruction.	Faculty policy-SOP;	UJ/3/11/01
		SHB;	UJ/3/11/02
		Policy Framework and By-Laws-GEE;	FAS/3/11/03 UJ/3/11/04
		Complaint Form;	UJ/3/11/05
		Memo-FB;	FB/3/11/06
		Feedback-stakeholder;	DBS/3/11/07
		Subject review-2009;	DBS/3/11/08
		COLRIM report;	UJ/3/11/09
		University calendar;	UJ/3/11/10
3.12	The DP allows the student to choose 23 credits from elective	SHB;	FAS/3/12/01
		Revised curriculum;	DBS/3/12/02

	courses during his/her third and fourth year of the study. 06 credits of research project title can be chosen based on the students willingness. The program is logically structured from level 01 to level 04 from fundamentals to advanced. Every course units incorporates practical and theory module.	University calendar;	UJ/3/12/03
		Student feedback;	DBS/3/12/04
3.13	Curriculum in Level 1 deals fundamentals of Chemistry, Botany, Zoology, Natural resources linked with environment; Level 2 with intermediate level; Level 3 and 4 lead them for learning autonomy and lifelong learning.	SHB;	FAS/3/13/01
		Revised curriculum;	DBS/3/13/02
		Curriculum matrix;	DBS/3/13/03
3.14	Monitoring, implementation and evaluation of the DP done through student's grades and GPA obtained by the students; moderators/second examiners report, student admission towards advanced degree programs, Employability records and memberships with professional bodies.	Students grades;	DBS/3/14/01
		Graduation Rate;	VC/3/14/02
		Employability record;	VC/3/14/03
		Admission to postgraduate degree;	DBS/3/14/04
		Membership-professional bodies;	DBS/3/14/05
3.15	The academic standard with respect to awards and qualifications aligned with SLQF and SBS standards comparable with other science disciplines.	SLQF;	UGC/3/15/01
		SHB;	FAS/3/15/02
		SBS;	DBS/3/15/03

3.16	Curriculum approval obtained through proper channel FB/CB/CEC/Senate/Council/QAC /UGC approval.	Minutes-Council;	UJ/3/16/01
		Minutes-Senate;	UJ/3/16/02
		QAC. Com.;	UGC/3/16/03
		Minutes-CB;	CB/3/16/04
		Minutes-FB;	FAS/3/16/05
		Minutes-Stakeholder meetings;	DBS/3/16/06
		Minutes-Special meetings;	DBS/3/16/07
		Minutes-Departmental meeting Notes;	DBS/3/16/08
		UGC Application;	UGC/3/16/08
		UGC Summary Report;	UGC/3/16/09
3.17	Awards and titles, academic/academic support/non-academic staff/physical and human resources available for programme development and design are communicated through documents.	SLQF;	UGC/3/17/01
		UGC Application;	UGC/3/17/02
		UGC Summary Report;	UGC/3/17/03
		Minutes-FB;	FAS/3/17/04
		Minutes-FQAC;	FAS/3/17/05
		SHB;	FAS/3/17/06
		Financial annual budget allocation;	VC/3/17/07
		Feedback forms-Student;	DBS/3/17/08
		Feedback-Staff;	DBS/3/17/09
		Letter Com.;	DBS/3/17/10
3.18	The faculty ensures the ILO and the requirement met by industrial training and research project, communicated to the students and ensured by HoD facilitated the same via letter correspondence every year based on the students willingness, requests and the appropriateness confirmed by the HoD.	SHB;	FAS/3/18/01
		List of Industries;	DBS/3/18/02
		Evaluation sheet;	DBS/3/18/03
		Mark sheet;	DBS/3/18/04
		Letter Com.;	DBS/3/18/05

3.19	The course modules integrates the learning strategies: self-directed learning, collaborative learning, creative and critical thinking, lifelong learning, interpersonal communication and teamwork through the course units with field based problem studies, group activities, research project, and assignments.	SHB;	FAS/3/19/01
		Research project-Presentations;	DBS/3/19/02
		Research project-Mark sheet;	DBS/3/19/03
		Seminar list;	DBS/3/19/04
		Field visit request;	DBS/3/19/05
		Curriculum matrix;	DBS/3/19/06
		Student feedback;	DBS/3/19/07
3.20	Program design, development and implementation monitored by FQAC, analysed the feedback forms student evaluation and submit the summary report to the respective HoDs. FQAC update is a permanent agenda item in the FB meetings.	IQAU bylaws	UJ/3/20/01
		FQAC-Action Plan;	FAS/3/20/02
		Minutes-FQAC;	FAS/3/20/03
		Minutes-FB;	FAS/3/20/04
		SMP;	FAS/3/20/05
		FQAC meeting schedule;	FAS/3/20/06
		Feedback form;	FAS/3/20/07
		Quarterly/annual-Reports-FQAC;	FAS/3/20/08
		Reports-Feedback analysis;	FAS/3/20/09
3.21	Curriculum is revised and updated once in five years.	Minutes-Council;	UJ/3/21/01
		Minutes-Senate;	UJ/3/21/02
		Minutes-CB;	VC/3/21/03
		Minutes-FB;	FAS/3/21/04
		Minutes-Stakeholder meetings;	FAS/3/21/05
		Minutes-Special meetings;	FAS/3/21/06
		Minutes-CRC;	DBS/3/21/07
		UGC Letters;	UGC/3/21/08
		UGC Application;	UGC/3/21/09
		Subject Review Report;	DBS/3/21/10
		External Review Report;	DBS/3/21/11
3.22	The faculty uses the outcomes of the programme monitoring and	SHB;	FAS/3/22/01
		Graduate survey outputs;	VC/3/22/02

	review to foster ongoing design and development of the curriculum. The recommendation of the subject review in 2009 was taken into consideration for adoption.	Subject Review report-2009;	DBS/3/22/03
3.23	The faculty take necessary steps to collect the batch wise information and kept as records for the continuous improvement of the programme.	Exit Graduate Feedback;	VC/3/23/01
		Batch wise information;	VC/3/23/02
		Graduate tracer studies;	VC/3/23/03
		Annual report;	FAS/3/23/04
3.24	The effectiveness of the provision for students with disabilities evaluated and opportunities for enhancement identified and implemented. However so far no students enrolled to this programme.	UGC circular;	UGC/3/24/01
		Minutes-CB;	VC/3/24/02
		Minutes-FB;	FAS/3/24/03
		Accessibility facility-blue prints/photographs;	VC/3/24/04
		Faculty policy-SOP	FAS/3/24/05

Summary:

Program design and development based on vision and mission of the Faculty, displayed for the motivation of staff and students. The statutory bodies recommend and approve the curriculum development committees, designs, revisions and evaluation experts. Stakeholder participations and departmental discussions in curriculum revisions enhance the quality and reflecting GP. The programmes are designed with course outline, learning outcomes and assessment methods and communicated via SHB. It adopts the UGC regulations, SLQF and SBS and goes through the processes of subject review for curriculum evaluation. It continues to internalize methodologies for OBE-SCL by implementing field visits, industrial training, self-access learning, soft skill development and Ethnic cohesion, e-learning, group activities/case studies/LMS/Laboratory sessions. The supplementary courses such as communication skills, IT, social harmony, general biology/Management and entrepreneurial skills and English language are incorporated.

Criterion 4 – Course/Module Design and Development			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
4.1	Curriculum revision incorporated comments from internal and external experts, and approval obtained.	Minutes-Senate;	UJ/4/1/01
		Minutes-CB/FB;	VC/4/1/02;
		Email correspondence;	FAS/4/1/03
		Minutes-Stakeholder meeting;	DBS/4/1/04
		Reviewers' Reports	DBS/4/1/05
		Faculty policy-SOP;	DBS/4/1/06
		Minutes-CRC;	FAS/4/1/07
		Communications;	DBS/4/1/08
		CEC	UJ/4/1/09
		QAC	UGC/4/1/10
4.2	Meets PO and updated knowledge and skills through introducing new courses of contemporary and auxiliary.	SHB;	FAS/4/2/01
		Alignment-PO/ILOs;	DBS/4/2/02
		Reviewers' Reports;	DBS/4/2/03
4.3	Compliance with credit definition of SLQF-2015 and incorporates SBS using UK and approval obtained.	Faculty policy-SOP;	FAS/4/3/01
		SLQF/SHB;	UGC/4/3/02;
		SBS;	FAS/4/3/03
		Minutes- FQAC/FB	DBS/4/3/04
		Council/Senate/CEC/CB;	FAS/4/3/05; FAS/4/3/06; UJ/4/3/07; UJ/4/3/08; UJ/4/3/09; VC/4/3/10
4.4	Faculty adhered standardized format of UGC for Course module and developed guidelines for Dissertation.	UGC template/SHB;	UGC/4/4/01;
		Revised curriculum;	FAS/4/4/02
		Dissertation guidelines;	DBS/4/4/03
		Minutes-FB;	FAS/4/4/04

		Minutes- Stakeholder meeting;	FAS/4/4/05
		Reviewers' Report;	DBS/4/4/06
		Communication-QAC;	UGC/4/4/07
4.5	Courses revised aligning with contents, learning activities, and assessment process with ILOs which aligned with PO.	SHB;	FAS/4/5/01
		Alignment-PO/ILOs;	DBS/4/5/02
		Lesson plan;	DBS/4/5/03
		Revised Curriculum;	DBS/4/5/04
4.6	Courses revised to meet SCL through formative assessments, group activities, case studies, research projects, industrial training, seminar and other appropriate courses. AHEAD funded SCL activities on progress.	SHB;	FAS/4/6/01
		Minutes-CRC;	DBS/4/6/02
		Letter correspondences/photographs-activities;	DBS/4/6/03
		Newsletters;	VC/4/6/04
		Presentations;	DBS/4/6/05
		List of Dissertations;	DBS/4/6/06
		LMS Report;	VC/4/6/07
		Compose Marksheet;	DBS/4/6/08
		AHEAD Activities (2019-2022);	DBS/4/6/09
		Student feedback;	DBS/4/6/10
4.7	Course specification issued to every students at orientation program, uploaded in website. Learning resources uploaded to LMS. Laboratory practical schedule displayed on noticeboards	Revised curriculum;	DBS/4/7/01
		SHB;	FAS/4/7/02
		Signature sheet;	DBS/4/7/03
		Webpage;	VC/4/7/04
		Practical schedules;	DBS/4/7/05
		LMS Report;	VC/4/7/06
4.8	Credit value, workload specified as notional hours as per SLQF for different types of learning with direct contact hours, assignments, field studies, laboratory sessions, group discussions, self-learning,	SLQF/SHB;	UGC/4/8/01;
		Revised curriculum;	FAS/4/8/02
		Lecture assignment;	DBS/4/8/03
		Timetable;	DBS/4/8/04
		Lesson plan;	DBS/4/8/05
		Mark sheet;	DBS/4/8/06

	industrial training and research project. One credit equivalent to 15 direct contact hours, 30 laboratory practical hours, 45 field practical hours Formative assessments 30%; summative assessments 70%	Evaluation templates- Industrial training/Research/Seminar/Assessments;	DBS/4/8/07
4.9	Various learning strategies incorporated through field visits, community activities, case studies, assignments, group activities, presentations, seminar, industrial training, and research project.	Faculty policy-SOP;	FAS/4/9/01
		Minutes-CRC;	DBS/4/9/02
		SHB;	FAS/4/9/03
		Seminar Notices;	DBS/4/9/04
		Letter/photos;	DBS/4/9/05
		Newsletter;	VC/4/9/06
		List of Dissertations;	DBS/4/9/07
		Communication- Industrial Training;	DBS/4/9/08
		Student feedback;	DBS/4/9/09
		Evaluator reports;	DBS/4/9/10
		Evaluation sheets;	DBS/4/9/11
		Curriculum matrix;	DBS/4/9/12
4.10	Infrastructure facilities for differently-able students for accessibility. FB decides to consider examination time and other needs of differently-abled students. So far, no differently-abled students were admitted.	Faculty policy-SOP;	FAS/4/10/01
		Minutes-FB;	FAS/4/10/02
		SHB;	FAS/4/10/03
		Blueprint/photographs;	FAS/4/10/04
4.11	Curriculum revised to have equal workload in each semester as per SLQF-2015.	SLQF-2015;	UGC/4/11/01
		SHB;	FAS/4/11/02
		Revised curriculum;	DBS/4/11/03
		Academic calendar;	DBS/4/11/04

	High volume courses are divided into two parts–basic and advanced.	Timetable;	DBS/4/11/05
		Lesson plan;	DBS/4/11/06
		Degree effective date;	VC/4/11/07
		Student feedback;	DBS/4/11/08
		SSS	
4.12	Course content adequately covering the breadth, depth, rigour and balance. Teaching and learning completed within the stipulated time as in the academic calendar.	SLQF-2015;	UGC/4/12/01
		Revised curriculum;	DBS/4/12/02
		SHB;	FAS/4/12/03
		Academic calendar;	DBS/4/12/04
		Timetables;	DBS/4/12/05
		Lesson plan;	DBS/4/12/06
		Exam timetable;	DBS/4/12/07
		Admission and effective date;	VC/4/12/08
		Dropout rate;	DBS/4/12/09
		Reviewers' report;	DBS/4/12/10
		Communication-QAC;	UGC/4/12/11
4.13	Course delivery incorporates ICT based technology, software applications (LMS, modelling, statistics, GIS-RS, spread-sheets etc.) in addition to other regular modes. Zoom/Google classes, used for learning purposes due to COVID-19. English communication skills facilitated by ICT platform.	Revised curriculum;	DBS/4/13/01
		SHB;	FAS/4/13/02
		LMS Report;	VC/4/13/03
		Workshops (<i>Hackintra</i>);	FAS/4/13/04
		Practical schedule;	DBS/4/13/05
		Timetable;	DBS/4/13/06
		Examination Timetable;	DBS/4/13/07
		SALC;	FAS/4/13/08
		CALL for English;	VC/4/13/09
		Inventory-Labs, server room and network;	FAS/4/13/10
		Library resources;	VC/4/13/11
		Student feedback;	DBS/4/13/12
4.14	Academic staff obtain continuous training to develop skills.	CPD;	DBS/4/14/01
		SDC schedules;	VC/4/14/02
		Annual budget-SDC;	VC/4/14/03

	Junior staff trained by compulsory staff induction program. SDC conducts regular training programs and workshops	Student attendance;	DBS/4/14/04
		SDC Documents;	VC/4/14/05
		Staff feedback;	VC/4/14/06
		Student feedback;	DBS/4/14/07
		Peer observation;	DBS/4/14/08
4.15	Internal staff with PhDs and MPhil External staff approved by the senate Funds allocated for stakeholder meeting. Subject review (IRQUE) feedback incorporated in the revised curriculum.	SHB;	FAS/4/15/01
		Staff profile;	FAS/4/15/02
		Minutes-FB/CB;	VC/4/15/03
		Annual Budget allocations;	VC/4/15/04
		Subject Review recommendation;	DBS/4/15/05
		Budget for stakeholder meeting;	VC/4/15/06
4.16	Course design based on SLQF, SBS in Sri Lanka and UK guidelines, subject experts, employers, and approval obtained.	SLQF;	UGC/4/16/01
		Minutes-Stakeholder meeting;	DBS/4/16/02
		Reviewers' Report;	DBS/4/16/03
		Minutes-Curriculum approval- CRC; Faculty; CEC; Senate; Council;	DBS/4/16/04 FAS/4/16/05 UJ/4/16/06 UJ/4/16/07 UJ/4/16/08
		Communications-QAC (03 times);	UGC/4/16/9
		Revised curriculum;	DBS/4/16/10
4.17	All the Department staff involved in revision process. QAC comments discussed and incorporated into curriculum.	Faculty policy-SOP;	DBS/4/17/01
		Minutes-Stakeholder meeting;	DBS/4/17/02
		Reviewers' Report;	DBS/4/17/03
		Department meeting notes;	DBS/4/17/04
		Minutes-FB;	FAS/4/17/05
		Revised curriculum;	DBS/4/17/06
4.18	FQAC monitors the course design, development and approval	Faculty policy-SOP;	FAS/4/18/01
		Inventory/FQAC;	FAS/4/18/02

	process, and preparing templates for course evaluation, moderation, satisfaction surveys, student feedback.	Minutes-FQAC;	FAS/4/18/03
		Annual/Quarterly reports of FQAC;	FAS/4/18/04
		Peer evaluation;	DBS/4/18/05
		Student feedback;	DBS/4/18/06
4.19	The content appropriateness/usefulness assessed using student feedback, moderator, second examiners analyzed by FQAC and communicated with relevant staff for the course improvement.	Student feedback;	DBS/4/19/01
		Feedback summary;	DBS/4/19/02
		Moderator evaluation reports;	DBS/4/19/03
		Second examiner report;	DBS/4/19/04

Summary

The Environmental Science (Hons) DP designed incorporating comments from internal, external experts, and alumini and approved by senate, council, QAC and UGC. The program periodically revised according to SLQF and the relevant SBS and the ILOs of the courses to meet the program objectives. Volume of learning is expressed in credit and notional hours and the workload distributed to enhance SCL. The modules designed to impart various skills to students through contemporary and auxiliary courses. Staff training given through SDC training programs, and workshops. FQAC continuously monitors the quality of the DP.

Criterion 5 – Teaching and Learning			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
5.1	Faculty mission and the curriculum requirements considered and developed TLS.	Strategic Management Plan (2019-2024; 2018-2023; 2017-2022; 2016-2021; 2015-2020);	FAS/5/1/01
		Action plan;	FAS/5/1/02
		SHB-mission;	FAS/5/1/03
		Revised curriculum-Course specification;	FAS/5/1/04
5.2	Timetable/practical schedules displayed on Notice board, Websites, before semester commencement. SHB issued with Course specifications provide during OP.	SHB;	FAS/5/2/01
		Notice Board;	DBS/5/2/02
		Timetable;	DBS/5/2/03
		Practical schedules;	DBS/5/2/04
		Academic calendar;	FAS/5/2/05
		Signature sheet for SHB issuance;	FQAC/5/2/06
		Feedback forms;	DBS/5/2/07
5.3	Assessment methods and TLAs aligned with ILOs.	SHB;	FAS/5/3/01
		Curriculum mapping;	DBS/5/3/02
		Student feedback;	DBS/5/3/03
		Moderator reports;	DBS/5/3/04
		Second examiner's reports;	DBS/5/3/05
		Peer evaluation reports;	DBS/5/3/06
5.4	As per UGC-2015 circular, some facilities made available, FB discussed regarding examination time, however no such students admitted so far.	Infrastructure Facilities- washroom/lifts/ramps. Blueprints/photographs;	VC/5/4/01
		Faculty policy-SOP;	FAS/5/4/02
		Minutes-FB for differently abled students;	FAS/5/4/03

5.5	DBS encourages blended learning incorporating-Seminar presentations, group-based activities/discussions, field visits, case studies, video clips and LMS.	Revised curriculum;	FAS/5/5/01
		Student feedback;	DBS/5/5/02
		LMS report;	FAS/5/5/03
		Evidences- Correspondence- Field visits, photographs;	DBS/5/5/04
		Herbarium preparation/reports;	DBS/5/5/05
		Leaflet preparations;	DBS/5/5/06
		Insect box collection;	DBS/5/5/07
		Weed album;	DBS/5/5/08
		Presentation slides for teaching;	DBS/5/5/09
		Student presentations;	DBS/5/5/10
		Industrial training reports;	DBS/5/5/11
		Notices;	DBS/5/5/12
5.6	Teachers integrate research outcome in teaching and supervise the students to access scholarly articles published by others based on the research interest.	SHB;	FAS/5/6/01
		Peer evaluation;	DBS/5/6/02
		List of dissertations;	DBS/5/6/03
		Research reports of staff Annual report;	DBS/5/6/04
		Collaborative research works;	DBS/5/6/05
		Department website;	DBS/5/6/06
5.7	Teachers guide for self-directed learning/collaborative learning using technology by giving problem based studies/field based group activities. Smart lecture halls planned/work in progress.	SHB;	FAS/5/7/01
		LMS reports;	FAS/5/7/02
		Inventory-technology equipment;	DBS/5/7/03
		Attendance register-SALC;	FAS/5/7/04
		Plan-smart lecture hall;	FAS/5/7/05
		AHEAD documents;	FAS/5/7/06
		Email correspondences;	DBS/5/7/07
		Student feedback;	DBS/5/7/08
		Minutes-CRC;	FAS/5/7/09
5.8		Revised curriculum;	FAS/5/8/01

	Teachers encourage and guide students for scholarly work/creativity/discovery of appropriate knowledge and practice aligned with faculty mission. AHEAD funding enhances the above activities.	SHB;	FAS/5/8/02
		Newsletters;	DBS/5/8/03
		Leaflets/magazine;	DBS/5/8/04
		Student activities-ENSOC;	DBS/5/8/05
		Student research publications;	FAS/5/8/06
		Exhibitions of creative works;	DBS/5/8/07
		Activities by student society;	DBS/5/8/08
5.9	TLSs formulated to encourage collaborative learning/study groups. Opportunities provided to work in study groups in most of the courses via field visits and group/individual projects; Field visit letters and reports;	Revised curriculum;	FAS/5/9/01
		SHB;	FAS/5/9/02
		Group activities;	DBS/5/9/03
		Group assignments as peer study groups;	DBS/5/9/04
		Field visit reports;	DBS/5/9/05
		Seminar presentations;	DBS/5/9/06
5.10	Senior academics supervise research projects in 4th year and encourage the students to publish the research article in national/international forum, student as the first author. Students won awards for best presentations. AHEAD fund facilitates undergraduate research forum.	Publication list;	DBS/5/10/01
		Research dissertations;	DBS/5/10/02
		SHB;	FAS/5/10/03
		Undergraduate research forum-AHEAD;	FAS/5/10/04
		Best presentation awards;	FAS/5/10/05
5.11	Faculty adopts policy on GEEC. Male/female students treated equally giving equal opportunities. Female students represent student union. GEE ensured in working committees.	Policy for GEEC;	FAS/5/11/01
		Union/committee composition;	FAS/5/11/02
		Student feedback;	DBS/5/11/03
		Staff feedback;	FAS/5/11/04
		OP-agenda;	FAS/5/11/05
5.12	Appropriateness and effectiveness of TLAs monitored through submission of student attendance sheets to HoD/peer	Student Attendance sheet;	FAS/5/12/01
		Student feedback-summary;	DBS/5/12/02
		Peer evaluation report;	DBS/5/12/03
		SHB;	FAS/5/12/04

	evaluation/student feedback/LMS records. Assigning supervisors for research;	Field visits requests;	DBS/5/12/05
		List of Dissertations;	DBS/5/12/06
5.13	Faculty adopts effective and innovative TL practices-online lectures (zoom/Google class rooms), LMS/VLE. The progress monitored by appropriate methodologies/FB/FQAC/student feedback.	LMS reports;	FAS/5/13/01
		SHB;	FAS/5/13/02
		Schedules for computer-based practical;	DBS/5/13/03
		Lecture timetable;	DBS/5/13/04
		Peer evaluation reports;	DBS/5/13/05
		Minutes-FB;	DBS/5/13/06
		Minutes-FQAC;	FAS/5/13/07
		Student feedback;	DBS/5/13/08
5.14	DBS adopts both teachers directed and SCTL as specified in the course specification.	Minutes-CRC;	FAS/5/14/01
		Revised curriculum;	FAS/5/14/02
		Dissertations;	DBS/5/14/03
		Seminar presentations;	DBS/5/14/04
		Field visit reports;	DBS/5/14/05
		Group activities;	DBS/5/14/06
		Practical records;	DBS/5/14/07
		Attendance register-SALC;	FAS/5/14/08
		TL tools-White-board and marker/Multimedia projector;	DBS/5/14/09
		Peer observation;	DBS/5/14/10
		Student feedback;	DBS/5/14/11
5.15	Teaching learning methods promote the use of statistical/GIS software, ICT platform and laboratory facilities for active, deep learning/academic development/wellbeing.	Revised curriculum-appropriate courses;	FAS/5/15/01
		Career guidance unit;	VC/5/15/02
		Attendance register SALC;	FAS/5/15/03
		Timetable;	FAS/5/15/04
		SSS;	VC/5/15/05
		Wi-Fi facilities;	FAS/5/15/06
5.16		Minutes-FB;	FAS/5/16/01

	DBS/CAA facilitates to obtain student feedback at the completion of each course and FQAC analysed the feedback submitted course wise summary to HoD. Further, HoD communicated with academic staff. Effectiveness and quality of teaching ensured by Peer observation and student feedback.	Student feedback;	DBS/5/16/02
		Student feedback summary-communicated with staff;	DBS/5/16/03
		Peer evaluation;	DBS/5/16/04
		Department meeting Notes;	DBS/5/16/05
		Minutes-FQAC;	FAS/5/16/06
		LMS reports;	DBS/5/16/07
		Faculty policy-SOP;	FAS/5/16/08
5.17	Student feedback statistically summarized and outcomes discussed with the respective teacher individually.	Revised curriculum;	FAS/5/17/01
		SHB;	FAS/5/17/02
		Examiner's report;	DBS/5/17/03
		Increment form;	VC/5/17/04
		Student feedback summary-communicated with staff;	DBS/5/17/05
5.18	HoD at the Departmental meeting assigns hours for teaching and learning in an equitable manner and ensure fairness and transparency. Dean assigns academic/faculty development tasks at FB.	Lecture assignments;	DBS/5/18/01
		List of duties-non-academics;	DBS/5/18/02
		Academic accountability-Work norms, work load;	UJ/5/18/03
		Minutes-FB: Staff assigned to committees;	FAS/5/18/04
		Staff feedback;	FAS/5/18/05
5.19	Initiative taken at Campus level and committee formed to prepare the criteria for evaluation of teaching excellence. FQAC discussed the implementation part, however staff has different opinions about the accuracy and reliability and fairness of the evaluation done by students.	Minutes-CB;	VC/5/19/01
		Minutes-FQAC;	FAS/5/19/02
		Annual increment form;	VC/5/19/03
		IQAU Bylaws;	UJ/5/19/04

	Teaching staff acknowledged with increments.		
--	--	--	--

Summary:

TLS aligning with ILOs facilitate OBE-SCL and address faculty mission. Course outline, timetable/practical schedules are communicated with students prior to commencement of the semester. DoB encourages blended learning incorporating seminar presentations, group-based activities, field visits, case studies, video clips and LMS. Teachers integrate research outcome in teaching and supervise the students to access scholarly articles published by others. Teachers guide self-directed learning and collaborative learning using ICT based technology. GEE ensured in working committees. Faculty adopts effective and innovative TL practices-online learning and LMS/VLE. Effectiveness and quality of teaching ensured by Peer observation and student feedback.

Criterion 6 – Learning Environment, Student Support and Progression			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
6.1	Faculty ensures student friendly administrative and academic system through a conducive and caring environment-installing suggestion box, assigning academic mentors/student counselors	Faculty web-FAQs;	FAS/6/1/01
		Lecture Assignment/Duty list;	DBS/6/1/02
		Timetable;	DBS/6/1/03
		SHB;	FAS/6/1/04
		Minutes-FB-Student rep.;	FAS/6/1/05
		Batch rep.;	DBS/6/1/06
		LMS;	FAS/6/1/07
		Minutes-FB-Workshops/field visits;	FAS/6/1/08
		Newsletter;	VC/6/1/09
		Minutes-FB-suggestion box;	FAS/6/1/10
		SSS Report;	FAS/6/1/11
6.2	Faculty provides effective learning environment through multimedia, white board, computer laboratories, self-access learning center Students' requests at FB	SHB;	FAS/6/2/01
		Timetable;	DBS/6/2/02
		Student feedback-summary;	DBS/6/2/03
		SSS reports;	FAS/6/2/04
		Inventory;	DBS/6/2/05
		Attendance register-SALC;	DBS/6/2/06
		Minutes-FB;	FAS/6/2/07
6.3	OP includes rules and regulations, Library usage, OBE-LCT awareness for incoming students. Technology based education facilitated by providing LMS account	OP-agenda;	FAS/6/3/01
		OP-Student attendance;	FAS/6/3/02
		UGC circular-946/student discipline;	UGC/6/3/03
		SHB;	FAS/6/3/04
		Student feedback;	FAS/6/3/05
		Newsletter;	VC/6/3/06
		Correspondences-LMS account;	FAS/6/3/07

		Student charter;	UGC/6/3/08
6.4	Student charter and SHB with rights and responsibilities, services-library, health center, transport, hostel, physical education, career guidance, GEE. Author declaration-student consent-anti-ragging	SHB;	FAS/6/4/01
		Student Charter;	UGC/6/4/02
		Signature sheet;	FAS/6/4/03
		Students' feedback;	DBS/6/4/04
		SSS reports;	FAS/6/4/05
		Student declaration-zero tolerance of ragging;	UGC/6/4/06
6.5	Faculty is facilitating the integrated learning through library hours, self-access learning center, field based/problem based learning, CALL and LMS Mentoring students by academic mentors. Support services facilitated by AR, SSW, sub warden and marshal.	SHB-SCL practices: field-based study/assignments/group activities, presentations/seminar/industrial training /field visits/research;	DBS/6/5/01
		Practical schedule;	DBS/6/5/02
		Letter com.;	DBS/6/5/03
		Newsletter;	VC/6/5/04
		Attendance register-SALC;	DBS/6/5/05
		Timetable-library hour;	DBS/6/5/06
		LMS;	FAS/6/5/07
		Minutes-CB;	VC/6/5/08
		Workshop-Student counselling;	FAS/6/5/09
		OP-agenda;	FAS/6/5/10
		Newsletter;	VC/6/5/11
6.6	Faculty monitors the use of SALC, internet, canteen, hostel, sports, health, transport, welfare. Students' request considered for improvement.	Minutes-FB;	FAS/6/6/01
		SALC-attendance register;	FAS/6/6/02
		SSS reports;	FAS/6/6/03
		Suggestion box;	FAS/6/6/04
		Photographs;	DBS/6/6/05
6.7	Faculty/SDC organize training for academic/non-academic staff and student.	SDC program plan-(VC/UJ);	VC/6/7/01
		Newsletter;	UJ/6/7/02
		SDC-Feedback;	VC/6/7/03

		Training programmes-TO;	VC/6/7/04
		LMS report;	DBS/6/7/05
		Minutes-CB;	FAS/6/7/06
		CALL;	VC/6/7/07
		Workshops-OBE-LCT/Assessment methods;	FAS/6/7/08
		Staff performance appraisal-academic (annual increment) and executive grades;	FAS/6/7/09
6.8	Faculty facilitate staff and students for training on specialized learning resources. Academic staff follows CPD training.	Letter Com.;	DBS/6/8/01
		Workshop-Metrology;	VC/6/8/02
		Student workshop/field visit/Industrial training;	VC/6/8/03
		Staff performance appraisal-academics (increment form) and executive grades.	VC/6/8/04
		IQAU bylaws;	UJ/6/8/05
		Induction Program SDC;	UJ/6/8/06
		SDC-Workshops/schedule/attendance;	VC/6/8/07
		Minutes-FQAC-SDC;	FAS/6/8/08
		Newsletter;	VC/6//8/09
6.9	Faculty policies addressed support services for differently abled student. Buildings consists of elevator/ramps/wash rooms	UGC circular;	UGC/6/9/01
		Minutes-FB;	FAS/6/9/02
		Minutes-CB/Faculty policy;	VC/6/9/03
		Faculty policy-SOP;	FAS/6/9/04
		Blueprint/photographs-lifts/ramps/washrooms;	FAS/6/9/05
		SHB;	FAS/6/9/06
6.10	The library provides ICT led learning environment, life-long learning, online library facilities and online employment	Library-web/e-Resource/online catalogue/ online pass papers;	VC/6/10/01
		SHB-SALC;	FAS/6/10/02
		LMS-summary report;	DBS/6/10/03

	opportunities, usage of LMS and self-access learning center.	SALC-monitoring book;	FAS/6/10/04
		Minutes-FB;	FAS/6/10/05
6.11	Students are motivated to use library resources through take home assignments-continuous assessment	SHB-library facilities;	FAS/6/11/01
		Timetable-library hours;	DBS/6/11/02
		Library-web page;	VC/6/11/03
		OP-agenda;	FAS/6/11/04
		Library used by staff;	FAS/6/11/05
		Library-manual/guide;	VC/6/11/06
		Request-Annual booklist;	DBS/6/11/07
6.12	The Faculty maintains up-to-date records on student progress through formative/summative assessment. Feedback on formative assessment discussed with students.	Formative assessment;	DBS/6/12/01
		IQAU-by-laws;	UJ/6/12/02
		Students attendance sheet;	DBS/6/12/03
		Minutes-FB;	FAS/6/12/04
		SHB (80%attendance);	FAS/6/12/05
6.13	Promoting academic interaction via field visits, research session. Students' union organize social events in consultation with Senior treasurer. Students organization- ENSOC guided by a senior treasurer. Community outreach activities-AHEAD	Newsletter;	VC/6/13/01
		Minutes-FB;	FAS/6/13/02
		Cultural functions, Annual get-together;	FAS/6/13/03
		Letter com.-ENSOC activities;	DBS/6/13/04
		SHB-staff-student interaction;	FAS/6/13/05
		Student Charter;	UGC/6/13/06
		Research symposium-VCIRS;	VC/6/13/07
		AHEAD contract, List of activities, PAT;	UJ/6/13/08
6.14	Faculty facilitates academic interactions between peer helpers/ mentors, senior guides and students	Minutes-FB;	FAS/6/14/01
		Department meeting notes;	DBS/6/14/02
		SHB;	FAS/6/14/03
		Student Charter;	UGC/6/14/04
		Academic sub-warden duties;	FAS/6/14/05
		List of students and academic mentors;	DBS/6/14/06

		Timetable-counselling hour;	DBS/6/14/07
		Student feedback/results;	DBS/6/14/08
6.15	Students are encouraged in co-curricular activities: sports, aesthetic, cultural and social	Strategic Management plan (2024-2019);	FAS/6/15/01
		List of co-curricular activities/notice/letter com.;	VC/6/15/02
		Newsletter;	VC/6/15/03
		SHB;	FAS/6/15/04
		Department meeting notes;	DBS/6/15/05
6.16	Faculty offers ACU- career guidance to improve students' skills and conducts workshops, training programmes and career fair. Campus has Director/CGU, and Faculty-Career guidance advisor	SHB;	FAS/6/16/01
		Minutes-FB;	FAS/6/16/02
		Career fair;	VC/6/16/03
		CGU and action plan/activities/notice;	FAS/6/16/04
		Newsletter;	VC/6/16/05
		Minutes-FB(Appointment);	FAS/6/16/06
		Minutes-CB;	VC/6/16/07
		Plan for student forums (AHEAD activities);	FAS/6/16/08
		Student feedback;	FAS/6/16/09
6.17	Learning experience is enhanced giving 2 months industrial training, included in curriculum.	SHB;	FAS/6/17/01
		Letter com.;	DBS/6/17/02
		Evaluation/Feedback;	DBS/6/17/03
		MoUs;	DBS/6/17/04
6.18	Faculty has policies for GEE and SGBV and developed strategies/action plan.	UGC guidelines;	UGC/6/18/01
		GEE-Policy framework;	UJ/6/18/02
		Minutes-CB;	VC/6/18/03
		Minutes-FB;	FAS/6/18/04
		Minutes-Senate;	UJ/6/18/05
		Faculty-By-Laws;	UJ/6/18/06
		Student Charter;	UGC/6/18/07
		SDC Workshop;	VC/6/18/08

6.19	Student feedback obtained after completion of course units and used for reflective practices	Feedback summary-Teacher/course; evaluation;	DBS/6/19/01
		Minutes-FB;	FAS/6/19/02
		Peer evaluation;	FAS/6/19/03
6.20	Progression promoted by counselling through academic/student counselors Faculty awards/dean's list to motivate the students. Memorial award for best performers	Academic mentors/Timetable;	DBS/6/20/01
		SHB;	FAS/6/20/02
		Appointment letters;	DBS/6/20/03
		Minutes-CB;	VC/6/20/04
		SDC	
		Program/workshops/training;	FAS/6/20/05
		Graduate-employment records;	VC/6/20/06
		Student feedback;	FAS/6/20/07
		List of awardees/dean's list;	FAS/6/20/08
		List of prize/award winners;	VC/6/20/09
6.21	Faculty offers diploma/higher degree as fall back options satisfying SLQF standards	Minutes-FB;	FAS/6/20/10
		SHB-Faculty policy;	FAS/6/21/01
		Minutes-FB (students obtained fallback option);	FAS/6/21/02
6.22	Faculty monitors retention, graduation, employment and higher education rates Increase the student intake from 50 to 75	SLQF-2015;	FAS/6/21/03
		Employment report;	VC/6/22/01
		Graduate tracer studies;	VC/6/22/02
		Graduate rate/Newsletter;	VC/6/22/03
		Convocation booklet;	UJ/6/22/04
		Employability study of graduands;	UJ/6/22/05
		Postgraduate scholarship/fellowship;	DBS/6/22/06
6.23	Facilitate to obtain complains and grievances via suggestion box and take timely action	Minutes-FB	FAS/6/22/07
		UGC circular;	UGC/6/23/01
		Minutes-FB (Disciplinary committee);	FAS/6/23/02
		Student charter;	UGC/6/23/03
		Complaints/actions taken;	FAS/6/23/04

		SHB;	FAS//6//23/05
		Faculty policy-SOP;	FAS/6/23/06
6.24	Faculty maintain alumni web page and alumni participated in stakeholder and Strategic Management Planning workshop	Faculty website;	VC/6/24/01
		Newsletter-Alumni participation;	VC/6/24/02
		Minutes-CB;	VC/6/24/03

Summary

Faculty facilitates the learning environment for the students at optimum level. Student support services support the students to achieve a remarkable level in the society through curricular and co-curricular activities. Student counselling services fulfill students' need various levels. Library and ICT facilities are well established and utilized by the students. Industrial trainings and workshops facilitate the students to overcome the future challenges. Faculty maintains GEE through various strategies.

Criterion 7 – Student Assessment and Awards			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
7.1	AS/tasks formulated considering ILOs addressed the POs.	Faculty by-laws;	FAS/7/1/01
		Faculty policy-SOP;	FAS/7/1/02
		SHB;	FAS/7/1/03
		Faculty Website;	FAS/7/1/04
		Examination rules/regulations;	VC/7/1/05
7.2	AS aligned to SLQF-level-6/level-5 descriptors. Consisting of formative/summative assessments with ICA-30%/end semester examinations-70% aligned SLQF/SBS.	SLQF-2015;	UGC/7/2/01
		Revised curriculum;	UJ/7/2/02
		SHB-teaching/learning methods;	DBS/7/2/03
		Exit survey reports;	VC/7/2/04
7.3	Appropriate procedures followed in designing/ approving/monitoring/reviewing AS strategies for core (industrial training, research projects, seminar) and ACUs.	Faculty Bylaws;	FAS/7/3/01
		Faculty policy-SOP;	FAS/7/3/02
		Minutes-Council;	UJ/7/3/03;
		Minutes-Senate;	UJ/7/3/04;
		Minutes-CEC;	UJ/7/3/05;
		Minutes-CB;	VC/7/3/06;
		Minutes-FB;	FAS/7/3/07;
		Minutes-CRC;	DBS/7/3/08;
		Minutes-QAC com;	UGC/7/3/09
		List of Examiners-Senate approval;	UJ/7/3/10
		Evaluation reports; Moderator/second examiner	DBS/7/3/11
		Evaluation template;	DBS/7/3/12
		Industrial training/Research Projects/Seminar	FAS/7/3/13

		List of awardees;	
		Faculty awards and Dean's list-Minutes-FB;	FAS/7/3/14
7.4	AS amended and incorporated in revised Curriculum and communicated to students.	Faculty policy-SOP;	FAS/7/4/01
		Minutes-Revised curriculum;	FAS/7/4/02
		SHB-formative-20%to30% summative-80%to70% (2019/2018/2017/2016/2015);	FAS/7/4/03
	FQAC identified the best practices implemented and monitored.	Approval Minutes; Council; Senate; CEC; FB; FQAC; QAC Com.;	UJ/7/4/04; UJ/7/4/05; FAS/7/4/06; FAS/7/4/07; FAS/7/4/08; UGC/7/4/09
7.5	Components of assessments, given appropriate weightage considering credit values and communicated to students.	Faculty policy-SOP;	FAS/7/5/01
		SHB;	FAS/7/5/02
		Revised curriculum-evaluation computation;	FAS/7/5/03
		Evaluation template;	DBS/7/5/04
		Industrial training, Research-project, Seminar. Compose mark sheet;	DBS/7/5/05
7.6	Senate approved the examiners-internal/external recommended by CB/FB. Examiners are given course outline, marking scheme and TOR in the form of template for moderator/second examiner report.	Manual of Examination	VC/7/6/01
		Procedures- Appointment of examiners;	FAS/7/6/02
		Faculty policy-SOP;	
		List of examiners-Minutes Senate; CB; FB;	UJ/7/6/03; VC/7/6/04; FAS/7/6/05
		Letter of appointment;	DBS/7/6/06

		Template for ToR– moderators/second examiners report;	
7.7	Final mark is based on the average marks of first and second marker. If the difference between those two markings is more than 10, a third marker is appointed by the Faculty followed by Senate approval	Faculty policy-SOP;	FAS/7/7/01
		Guidelines for Examiners;	UJ/7/7/02
		Second Examiner’s Report;	DBS/7/7/03
		External Supervisors Report/Industrial training;	DBS/7/7/04
		Template for Final mark Sheets;	DBS/7/7/05
7.8	Published criteria/regulations/procedures adhered by the staff for assessing students and communicated at the time of enrolment.	Faculty policy-SOP;	FAS/7/8/01
		Manual of examination procedure;	VC/7/8/02
		SHB;	FAS/7/8/03
		OP/agenda;	VC/7/8/04
7.9	Faculty ensures no conflict of interest with staff/students. More than 95% of exam papers are moderated and marked by a senior academic outside the faculty. Marking scheme/course outline submitted for moderation. SDC conducts workshops for newly recruited staff on assessment and evaluation.	Faculty policy-SOP;	FAS/7/9/01
		Program plan/SDC;	VC/7/9/02
		Manual of examination procedures;	VC/7/9/03
		Workshops/SDC;	VC/7/9/04
7.10	Faculty take initiative to provide extended time for the differently abled candidate upon FB approval. Elevator, ramp, and washroom facilities are available in the	Minutes- CB; FB;	VC/7/10/01; FAS/7/10/02;
		Faculty policy-SOP; Blueprint/Photographs-	FAS/7/10/03
		Elevator/ramp/washroom;	VC/7/10/04

	faculty buildings. No disabled students enrolled so far.		
7.11	Examination dates scheduled in advance and communicated to students. Staff feedback on formative assessments discussed with students within a few days.	Schedule-Quiz/ICA;	DBS/7/11/01
		Feedback form;	DBS/7/11/02
		Feedback-summary;	FAS/7/11/03
7.12	First marking/second marking practiced with well-defined making scheme and course outline. Transparency, consistency, fairness, recording and verification ensured by HoD.	Faculty policy-SOP;	FAS/7/12/01
		Manual of Examination procedures;	VC/7/12/02
		Documents-Marks records;	DBS/7/12/03;
		Documents-Second Examiner's Report;	DBS/7/12/04;
		Documents-External Supervisor's;	DBS/7/12/05;
		Report/Industrial training programs;	DBS/7/12/06
		Documents-Sample answer script;	VC/7/12/07
		Circular/re-scrutiny;	VC/7/12/08
7.13	DR/Examination issues Degree Certificates, results statement, transcript for graduates. Course code reflects the student's progression and attainment.	Sample Transcript;	VC/7/12/09
		Manual examination procedure;	VC/7/13/01
		Sample Transcript;	VC/7/13/02
7.14	Complete transcript available at graduation includes-courses followed/grades obtained/aggregate GPA/class	SHB-examination regulations;	FAS/7/13/03
		Manual Examination procedures;	VC/7/14/01
		SHB;	FAS/7/14/02
		Sample Transcript;	VC/7/14/03
		Signature sheet;	VC/7/14/04

		Faculty policy-SOP;	FAS/7/14/05
7.15	Examination results documented accurately with appropriate procedures of checking ensured by Dean and HoD. Results released at Pre-board at faculty level. The results released within three months of the last date of exam by Rector/Vavuniya Campus. Time frame of release of results monitored by CB.	Manual Examination procedure;	VC/7/15/01
		Faculty policy-SOP-Pre-board;	FAS/7/15/02
		UGC circular;	UGC/7/15/03
		Examination ledger;	VC/7/15/04
		Noticeboard-release of results;	FAS/7/15/05
		Minutes-CB-Monitoring and control;	VC/7/15/06
7.16	The degree awarded complies with the qualification/level descriptors specified in SLQF-2015. Degree awarding approved by Senate	SLQF-2015;	UGC/7/16/01
		Revised curriculum;	FAS/7/16/02
		SHB-Program specifications, Course specification;	FAS/7/16/03
		Minutes-Senate-Degree awarding;	UJ/7/16/04
7.17	Faculty ensures implementing examination bylaws-rules and regulations and strictly follows institutional policies and procedures. Punishment given by the senate for academic misconduct.	Manual of procedure for examinations;	VC/7/17/01
		SHB-Examination rules, offences;	FAS/7/17/02
		Template for Supervisor's Report;	DBS/7/17/03
		Minutes-Senate-Misconduct;	UJ/7/17/04;
		Minutes-CB-Monitoring and control;	VC/7/17/05
		Student charter;	UGC/7/17/06
		UGC circular;	UGC/7/17/07
		Front page of answer books;	VC/7/17/08

Summary

SA and Awards have been designed and implemented as per SQLF guidelines. Evaluation criteria, final grade, GPA calculations, have been communicated with students through SHB. Awareness of these procedures is given at the OP. Release of results at pre-board at the Faculty level motivate the students for better performance in the forthcoming examination well in advance. FQAC of FAS prepared the templates for the evaluation and to obtain feedback as one of the best practices and maintains the consistency towards assessments and awards. FB takes initiatives considering differently abled students as per UGC circular. Marking of answer scripts by first and second examiners ensure accuracy, fairness, transparency and consistency.

Criterion 8 – Innovative and Healthy Practices			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
8.1	Multimode teaching and learning facilitated by VLE train the staff and students to use LMS. Practiced online learning via zoom.	Minutes-FB;	FAS/8/1/01
		Departmental meeting notes;	DBS/8/1/02
		LMS workshop notice;	DBS/8/1/03
		Application form;	DBS/8/1/04
		LMS usage report 2016/2017/2018;	VC/8/1/05
8.2	Staff designed assignments / Group work/ Reports for students to use OER	Web page- e-resources;	VC/8/2/01
		Library online catalogue;	VC/8/2/02
8.3	As per Goal No 1.9 of strategic management plan, the responsibility of University Community engaged in - Research - Resource persons for seminars/ workshops/training programmes - Community outreach activities - CPD programmes through SDC.	Strategic plan;	FAS/8/3/01
		Minutes-FB;	FAS/8/3/02
		Department meeting notes;	DBS/8/3/03
		Letter Com.;	DBS/8/3/04
		Training Sessions by SDC;	VC/8/3/05
8.4	Facilitate researches by giving research grants, Annual research sessions, International conferences. FB monitors agenda item. UBL Coordinator/ UBL is an agenda item in the FB minute. Academics engaged in research addressing the regional/national issues.	Research Grant- URG; Campus RG; Other agencies;	UJ/8/4/01 VC/8/4/02 RG/8/4/03
		AHEAD activity;	FAS/8/4/04

8.5	Faculty implements Annual Research excellence award. Encourage the research culture by giving research allowance	Memo-FB;	FAS/8/5/01
		UGC circular;	UGC/8/5/02
		Application form for research allowance;	UJ/8/5/03
8.6	Curriculum includes research project with 6 credits. Undergraduate researches are published in journals in conferences/ARS.	SHB;	FAS/8/6/01
		List of students with thesis;	DBS/8/6/02
		Annual reports;	VC/8/6/03
		Publications;	DBS/8/6/04
8.7	Industrial Training for two months (one credit) included in the curriculum. Relevant industrial institutions train the students since 2012	SHB;	FAS/8/7/01
		Letter Com.;	DBS/8/7/02
		Evaluation Form;	DBS/8/7/03
		List of industries;	DBS/8/7/04
8.8	Faculty/Department arranged sessions with the professionals from local and foreign countries toward world of work and staff engaged in consultancy services.	Minutes-FB;	FAS/8/8/01
		Departmental meeting notes;	DBS/8/8/02
		Strategic plan;	FAS/8/8/03
8.9	Faculty taking initiatives to identify the income- generating activities via UBL.	UGC Circular;	UGC/8/9/01
		UGC Guidelines;	UGC/8/9/02
		UBL Coordinator;	FAS/8/9/03
8.10	Discussion at preliminary level after the QAC letter	QAC Letter;	UGC/8/10/01
8.11	Faculty encourages to conduct co-curricular activities- social,	Minutes-FB;	FAS/8/11/01
		Departmental meeting notes;	DBS/8/11/02

	cultural and aesthetic pursuits, through student union, student societies such as ENSOC since 2015. Staff is encouraged to participate as resource persons to educate the community in various aspects. Also encourage students to participate in community related activities collaborating with MOH office, District secretariat, CEA since 2016. Faculty facilitate by finding alternative arrangements for afternoon academic session for 1 week (FAS week) Cultural activities also facilitated by the faculty from various communities. Faculty level union, senior treasurer (senior staff), physical instructor (sports), muslim majlis, hindu association, Christian association, are in active	Letter Com.- ENSOC; Student union; Appreciation letters;	DBS/8/11/03 FAS/8/11/04 DBS/8/11/05
8.12	Faculty encourages student participation in competitions.	Letter correspondence;	FAS/8/12/01
8.13	Curriculum revised once in five years (in 2013 and in 2017).	Council approval;	UJ/8/13/01
		Senate approval;	UJ/8/13/02
		Minutes-CB;	VC/8/13/03
		Minutes-FB;	FAS/8/13/04
		Minutes-CEC;	FAS/8/13/05
		List of examiners;	FAS/8/13/06

	Question papers are moderated by the moderators and the answer scripts are also marked by second examiners approved by the Senate.	Templates- Moderation; Second marking;	DBS/8/13/07 DBS/8/13/08
8.14	fall back options at three levels - Diploma - Higher Diploma until 2022 - Three year (General) degree	SHB;	FAS/8/14/01
		Minutes-FB;	FAS/8/14/02

Summary

The Faculty has established and operates ICT-based platform (VLE/LMS) to facilitate multimode teaching delivery and learning. Campus encourages the students to use OER. There are consultancy projects undertaken by the staff and several community projects by the students. The Vanni region needs resourceful people for consultancies for community developments. The community outreach and engagement has been healthier. The standard of the question papers for all the course units are monitored by moderators and the answer scripts are by the second examiners from other universities. The faculty implemented the fallback options and a few students benefitted from this option.

SECTION IV

SUMMARY

Summary

This SER is relating to the BSc (Hons) in Environmental Science DP offered by DoB, Faculty of Applied Science, Vavuniya Campus of the University of Jaffna. It consist of the ways and means of adhering to eight criteria of quality assurance prescribed by PR manual-2015 by UGC with relevant evidence. The GP of BSc (Hons) in Environmental Science formulated aligning with the vision, mission of the University, and goals of Department of Bio-Science to produce employable graduates with required knowledge, skills, attitudes and appropriate mindset to meet the challenges of the competitive job market. The DP is a multidisciplinary program, does not have well defined SBS, however the CRC revised the curriculum aligning with UK SBS for Environmental Science and Environmental Studies and some other guidelines related to some fundamental courses. Though the DoB has limited space and resources, maximize the utilization of the available resources, sharing resources from sister department. Further, the library, career guidance unit, and other support services are common for the campus shared among the departments. TLAs methods have been designed to meet the POs and ILOs and the progress of achieving them periodically monitored using feedback from students, employers, alumni, peer review records and changes are made accordingly. The DoB adopts a combination of direct delivery, SCL, adequately aided with ICT platform. The DP allows the students to acquire practical knowledge and skills, through seminar, industrial training and research components. In addition to academic activities, students are encouraged to be involved in an array of co/extra-curricular activities via auxiliary courses and student activities. GEE is assured along with the implementation of TLAs, co/extra-curricular activities. FAS is at its early stage of developing infrastructure, the necessary requirements needed for differently abled students are being included, however no differently abled students enrolled so far.

The research activities of staff and students are adequately promoted by providing opportunities appropriately. Students involved in research projects are encouraged to publish their research outcomes in national and international conferences and obtained awards. Further, faculty initiated organizing annual research sessions to create a platform for collaborative researches. In addition, the faculty research awards scheme also initiated to recognize outstanding researchers. The staff members incorporate their appropriate research outcomes in teaching.

The Department students are motivated to involve in TLAs, co/extra-curricular activities by giving best performance awards at Department as well as in University level. The FAS adopts

fallback options and providing the opportunities for the students who are leaving the program at some stages as per SLQF guidelines. At present the faculty is lacking with credit transfer system and recognizes the importance of it and expecting some fruitful discussions at UGC level. Faculty establishes UBL and steps have been taken to initiate some income generating activities.

Annexure I: Milestones of the Department of Bio-Science

Year	Major Milestones
1997	Established as one of the Department under the Faculty of Applied Science belongs to the Vavuniya Campus of the University of Jaffna
2003	First Curriculum Revision was made
2003	First Subject Review
	Formation of Student society named 'ENSOC' (Environmental Society)
	First officially designed Handbook for the curriculum
2006	Started offering Extended degree program of 4 year duration
2009	Next Subject Review
2009	Significant increase in the number of student enrollment
2011	Curriculum Revision - Special Degree – (2+2)
2013	Permanent infrastructure for the Department was started building in Pampaimadu
2019	Curriculum Revision was made incorporating SLQF – 2015 to offer BSc Honours Degree program in Environmental Science (4 year)
2019	The first competitive grant awarded exclusively for the Department of Bio-Science - AHEAD ELSE-ELSE Department DP

Annexure II: Staff profile of the Department of Bio-Science

Number of staff and their Qualifications

Academic Staff	Nos	PhD			MPhil		MSc	BSc (Hons)
		Holders	Reading	Offer obtained	Holders	Reading		
Professors	Nil							
Senior Lecturers	07	05	-		02	01	-	-
Lecturer (prob)	04	-	02	01		-	-	-
Total Permanent Staff	11							
Temporary Lecturers	02	-	-		-	-	-	02
Total	13							

Nonacademic Staff	Nos	BSc/BA	GCE (A/L)
Management Assistant	01		01
Technical Officer	01	01	-
Laboratory Attendant	02		02
Total	04		

Staff profile – Academic Staff and Non-Academic Staff

No	Name	Designation	Qualification
01	Dr. (Mrs). A. Nanthakumaran	Dean, Faculty of Applied Science, and, Senior Lecturer Gr. I	BSc. (Hons) (Agriculture) (EUSL) MSc (Norway) PhD (India)
02	Dr. (Ms). J. Nimalan	Head, Department of Bio-Science, and, Senior Lecturer Gr. II	BSc. (Hons) (Agriculture) (Jaffna) MSc (Thailand) PhD (Peradeniya)
03	Mr. A. E. S. Patrick	Senior Lecturer Gr. II	BSc (Hons) (Zoology) (Jaffna) M.Phil (Peradeniya)
04	Dr. S. Wijeyamohan	Senior Lecturer Gr. II	BSc (Hons) (Zoology) (Peradeniya), PhD (Peradeniya)
05	Dr. (Ms). S. Devaisy	Senior Lecturer Gr. II	BSc (Hons). Environmental Science (Vavuniya Campus, Jaffna)

			MSc (Peradeniya) PhD (Australia)
06	Dr. P. Malathy	Senior Lecturer Gr. II	BSc (Hons) (Chemistry) (Jaffna) PhD (USA)
07	Mr. G. Naveendrakumar	Senior Lecturer Gr. II	BSc (Hons). Environmental Science (Vavuniya Campus, Jaffna) MPhil (Peradeniya)
08	Ms. K. Sobana	Lecturer (prob)	BSc (Hons). Environmental Science (Vavuniya Campus, Jaffna) (Reading MPhil on study leave)
09	Mr. K. Arjunan	Lecturer (prob)	BSc (Hons). Environmental Science (Vavuniya Campus, Jaffna) MSc (Peradeniya) (Reading PhD on study leave)
10	Ms. H. K. N. Sanjeewani	Lecturer (prob)	BSc (Hons) (Environmental Sc., and Natural Resource Management) (Sabaragamuwa) P.G. Dip (Oxford, UK) (Reading MPhil on study leave)
11	Ms. V. Saraniya	Lecturer (prob)	BSc (Hons). Environmental Science (Vavuniya Campus, Jaffna) MSc (Peradeniya)

Staff Profile of Non-academic staff

12	Mr. S.K.Poonkannan	Technical Officer	B.A (Political Science) Madhurai Kamarajar University Dip.LIS (S.L.L.A)
13	Mr. M.Pirapuram	Management Assistant	GCE Advance Level
14	Mr. A.Kamilash	Lab Attendant	GCE Advance Level
15	Mr. R.Sajith	Lab Attendant	GCE Advance Level

Annexure III: Subject Review Report – 2009 Recommendations and Follow-up Actions of the Department of Bio Science

No	Recommendation	Action Taken
1	Establish Faculty level Curriculum evaluation and review committee	Faculty level Curriculum evaluation and review committee formed on 106 th Faculty Board held on 7 th July, 2017.
2	Consult as many relevant stakeholders as possible in future reviews/revisions of curriculum	Stakeholders consulted in the curriculum revision on 2017. Five resource persons including two from University of Peradeniya in the specialized fields of Forestry, Resource and Environmental Economics, one from University of Jaffna with specialized field in zoology, one from CEA Director, HRM, Director, International Institute of Development Training, EML Consultants (Pvt) Ltd. Members of ALUMNI association. Those who have obtained jobs in different areas were participated.
3	Giving a credit value for auxiliary courses, while not taking them for GPA computation.	Credit value for the non-credit/non-GPA courses given during the curriculum revision in 2012.
4	Distribute the total workload more uniformly	The total works load of the credit valued course units distributed uniformly (15 credits for each semester at all four levels)
5	Installation of ceiling/pedestal fans in the lecture halls.	Wall mounted fans installed in each lecture hall.
6	Use of part of the front wall of the lecture theaters as a projector screen	Actions taken as suggested.
7	Getting assistance of the students to make more specimens of better quality for the laboratories	Specimens are changed time to time. Students also involved in specimen collection in safer manner.

8	Exploring possibility of allocating sufficient time in the time table for library usage	Library is opened till 7 O' clock during session time based on the students' request.
9	Obtaining expert advice on increasing bandwidth in a cost effective manner	Bandwidth increased.
10	Encouraging students and providing facilities for more field visits	Field visits of the students are increased - Students have been taken to textile manufacturing industry at Industrial zone, BOI, Katunayake, Moonland sanitary land fill at Nuwaraeliya, Newzealand farm, Ambewela, Plantation forestry, Nuwaraeliya. Udawalava National park, Elephant transit home, Wasgamuwa National park, Knuckles biodiversity range, Mannar coastal zone, wildlife reserve at Thaarapuram, Mannar in addition to the field visits provided within Vavuniya district.
11	Releasing the results at the faculty level as soon as the results of a few course units are ready	Pre-board at faculty level to release the results has been implemented since 2013. Once the marks for 2 -3 courses are ready, they will be released at the faculty level pre-board. Also the actions were taken at Campus level to release the results within three months of the last date of the exam.
12	Persuading the UGC to increase student intake.	Requested UGC to increase the student intake as 75
13	Organizing community based programmes with students and giving wide publicity	Students are engaged in 1. E-waste collection during environmental week in October, collaborating with CEA regional office Vavuniya. 2. Dengue control collaborating with MOH office, Vavuniya. 3. Survey at hospitals regarding hospital waste collection in North and East province. The students are hired by a NGO

		which carried out the project on hospital waste management. - Students contribute to improve the educational level of the G.C.E (O/L) and G.C.E (A/L) students in the rural backward area in Mullaitivu. - These environmental science undergraduates form a committee called ENSOC and contributes to educate the society in various ways.
14	Improving the faculty website	Faculty website was improved and updated. IQAC has a separate website at faculty level linked with IQAU, University of Jaffna
15	Giving more opportunities for students to take part in national level activities	Students are engaged in - E-waste collection during environmental week in October, collaborating with CEA regional office Vavuniya. - Dengue control collaborating with MOH office, Vavuniya. - Survey at hospitals regarding hospital waste collection in North and East province. The students are hired by a NGO which carried out the project on hospital waste management. - Students contribute to improve the educational level of the G.C.E (O/L) and G.C.E (A/L) students in the rural backward area in Mullaitivu. - These environmental science undergraduates form a committee called ENSOC and educate the society in various ways.

16	Monitoring student progress	Academic counselors are appointed and the students are allocated to each academic counselor and communicated to students and to the academic counselors. Two quizzes are conducted during the 7th week and the 14th week respectively. The quiz paper were given to each student and commented individually and discussed. The attendance was calculated during mid of the semester and called the students who have less than 80% attendance individually and advise them to make regular attendance. With that they are warned that they cannot be able to sit for the exam if the attendance is less than 80% at the end of the semester.
17	Discussing the Comments, suggestions and other feedback obtained from moderators and second examiners at the curriculum review committee meetings	Summary of the comments, suggestions and other feedback obtained from moderators and second examiners discussed at the departmental meetings and reported to Faculty board. Documented at IQAC.
18	Obtaining feedback for the lectures and practical classes regularly from the general and special degree students	Student feedback obtained at the end of each course unit from all batches of students, statistically analyzed and reported to the respective staff members for further improvement
19	Practicing peer evaluation in a formal manner	Practicing peer evaluation using template approved by faculty board
20	Consulting potential employers regarding the skills they expect from the graduates of the department	Consulted the employers and get the information about the skill required in 2012 and the course curriculum modified accordingly

21	Carrying out more field visits	Respective staff of relevant course units arranged field visit within Vavuniya and outside Vavuniya district as well. Students have been taken to textile manufacturing industry at Industrial zone, BOI, Katunayake Moonland sanitary land fill at Nuwaraeliya, Newzealand farm, Ambewela, Plantation forestry, Nuwaraeliya. Udawalava National park, Elephant transit home, Wasgamuwa National park, Knuckles biodiversity range, Mannar Coastal Zone, National Aquatic Resources Research and Development Agency (NARA), Negambo for mangrove vegetation, Dehiwala Zoological garden, wildlife reserve at Thaarapuram, Mannar in addition to the field visits within Vavuniya district.
22	An academic advisor appointed at the faculty level	Senior academics are appointed as academic counselors at departmental level and the students in all four batches are assigned to each of them Academic advisors are appointed at the faculty level to facilitate to find out opportunity for postgraduate programme by the Lecturer (prob).
23	A career Guidance Unit established in the Campus and conducting activities such as career fairs	Career fairs conducted for two consecutive years from 2016
24	Installing suggestion box outside the department	Suggestion box is installed and the actions taken to solve student issues.
25	A Career Guidance Unit (CGU) established in the Campus and conducting activities such as career fairs	A CGU established in the campus and a Director is appointed. Faculty level Career guidance Advisor is also functioning. Career fairs conducted in 2016 and 2017.

Annexure IV: SWOT Analysis

Strengths	Weakness
• Environmental Science is a multidisciplinary DP to meet the needs of present job market • Updated curriculum as per SLQF – 2015 with OBE-SCL and LCT • Involvement of external subject experts, potential employers, Alumini members in curriculum revision. • Offering auxiliary course units to develop soft skills, personality development and career guidance to undergraduates. • Qualified and dedicated Academics with different disciplines to approach students in multidiscipline field • DP produces readily marketable graduates in various disciplines • Increase of student enrollments • Pioneer in offering Bachelors’ degree program in Environmental Science • Medium of instruction is English • Good/close teacher – student interactions • Multi ethnic groups of students enable them to share multicultural socio activities • Availability of additional resources for teaching and Learning (eg. Self - access learning centre, Computer Assisted Language Laboratory, IT centre)	• Inadequacy of buildings, lecture halls, and space for student common purposes for increasing the student intake • Inadequacy of work space for Department staff. • Limited hostel facilities to accommodate all students from Level 1– 4. • Inadequacy of Management Information Systems (MIS) for the Department • No professors at the department • Lack of English language proficiency among students while entering into the Campus. • Lack of transport facilities for the students to travel nearly 12 km from hostel to the faculty. • Unbearable work load for senior staff. • No residential facilities/ quarters for the staff. • Fund from external sources and income generation are less

• Presence of fall back option • Majority of the courses multidisciplinary in nature • More than 95% of the graduates employed soon after the completion of their degrees	
Opportunities	Threats
• DP – Environmental Science is a currently evolving field – locally and globally • DP has a good scope, competency and highly demanded in the job market • Availability of AHEAD fund of 100 Mn and 15 Mn granted for the Faculty and for the Department level for ELTA – ELSE activities respectively by World Bank. • Staff and students involved in community engagement and outreach activities since the campus is located in an underdeveloped region. • Located in natural settings (10 km away from Vavuniya town) enable the students to teach living things in its natural environment. • Alumini students are in high positions in both governmental and non-governmental sector. Many of them obtained their PhDs in abroad and working as academics.	• Gap in the selection process by UGC. Delay in filling of vacancies for the degree programme offered by FAS Poor infrastructure facility underestimate the creditability • The Campus located far away from the main University • Unbearable workload staff due to additional committees may impact on the academic work • Prevalence of hidden ragging affects the quality education of students • Procrastination in accessing funds specially for research

Vavuniya Campus to be promoted as University of Vavuniya in near future. This degree programme incorporated IT based course units. Passed out graduates are with Good communication skills. Natural Resources of the Vanni region to be explored and utilized sustainably with the support of this degree programme	
---	--

Annexure V: SER Discussion – Attendance Sheet

29/11/2019	Special Meeting of the Department of Bio Science	Meeting No: 7
Office of the Head	Faculty of Applied Science, Vavunuya Campus, University of Jaffna	November/2019

No	Name	29 Nov	No	Name	29 Nov
1	Dr.(Mrs.).J.Nimalan	✓	12	Ms.J.M.N.H.Jayaweera	✓
2	Mr.A.E.S.Patrick	✓	13	Mr. A. Sundaralingam	✓
3	Dr.(Mrs.).S.Devaisy	✓	14	Mr.S.K.Poongkannan	✓
4	Mrs.M.Piratheepkumar	✓	15	Mr.M.Pirapuram	✓
5	Mr.G.Naveendrakumar	✓	16	Mr.R.Sajith	✓
6	Ms.S.Sharaniya	✓	17	Mr.P.Kishalathan	✓
7	Ms.K.G.S Madhushani	✓	On invitation		
8	Ms.Samitha Ranasinghe	✓	18	Mrs.K.Anusiga	✓
9	Mr.M.M.L.M.Hickmathullah	✓	19	Mr.V.Prasathkumar	✓
10	Ms.P.Menuya	✓	20	Ms.T.Tharani	✓
11	Ms.C.D.Kottage	✓	21	Mr.T.Sanjeev	Ab

Agenda:

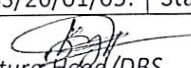
DM/BS/19/07/01:	Programme Review Evidence Collection
	Head of the Dept. welcomed the staff and members of Programme Review committee of the Dept. of Bio Science for the special Department meeting regarding the evidence collection for Programme Review.
DM/BS/19/07/02:	Head introduced about Programme Review for the committee members and briefed out the relevant evidences for each 8 criteria. Committee members were grouped and they discussed about evidences for their criteria. Head informed the members, that SER should be submitted on or before 31 st of March, 2020. Therefore, members were requested to complete the evidence collection on or before 31 st of December, 2019.
DM/BS/19/07/03:	Dr. (Mrs.).S.Devaisy (Coordinator-FQAC), discuss and make awareness about Programme Review with the power point presentation.
DM/BS/19/07/04:	The 8 criteria committee members were grouped and discuss about evidences for their criteria.
DM/BS/19/07/05:	The temporary staff were assigned as committee members for each criteria. (Details attached)
DM/BS/19/07/06:	Members discussed among them about possible evidences and available places for each standers of criteria.
Signature-Head/DBS 	

HEAD
Dept. of Bio-Science
Faculty of Applied Science
Vavuniya Campus

08/01/2020	Special Meeting of Department of Bio-science	Meeting No: 1
Office of the Head	Faculty of Applied Science, Vavuniya Campus, University of Jaffna	January/2020

No	Name	08 January
1	Dr.(Mrs).J.Nimalan	✓
2	Dr.S.Wijeyamohan	✓
3	Dr.(Mrs).S.Devaisy	✓
4	Mrs.M.Piratheepkumar	✓
5	Mr.G.Naveendrakumar	✓
6	Ms.K.G.S Madhushani	✓
7	Ms.Samitha Ranasinghe	✓
8	Ms.C.D.Kottage	✓
9	Mr. A. Sundaralingam	✓
10	Mr.M.Pirapuram	✓
11	Mr.P.Kishalathan	✓

Agenda:

DM/BS/20/01/01:	Progress of Evidence Collection for Programme Review
	Head of the Dept. welcomed the staff and members of Programme Review committee of the Dept. of Bio Science for the special Department meeting regarding the progress of evidence collection for Programme Review.
DM/BS/20/01/02:	Head discussed with lecturer-in charge and staff of each criteria and suggested about the suitable evidence available at Department of Bio-science.
DM/BS/20/01/03:	The following lecturer in charge presented the progress for evidence collection for Programme Review. Criteria no 1 – Programme Management – Dr.(Mrs).J.Nimalan Criteria no 2 – Human & Physical Resources – Dr.S.Wijeyamohan Criteria no 4 – Course/Module design & Development – Dr.(Mrs).D.Sukanyah Criteria no 5 – Teaching & Learning – Mr.G.Naveendrakumar Criteria no 6 – Learning Environment Student Support & Progression - Mrs.M.Piratheepkumar
DM/BS/20/01/04:	Based on the presentation, evidence collection for some of the stands were completed, for others it is in progress.
DM/BS/20/01/05:	Staff discussed about relevant evidences for each criteria.
 Signature-Head/DBS	

HEAD
Dept. of Bio-Science
Faculty of Applied Science
Vavuniya Campus

14/02/2020	Special Meeting of Department of Bio-science	Meeting No: 2
Office of the Head	Faculty of Applied Science,Vavunuya Campus, University of Jaffna	February/2020

No	Name	08 January
1	Dr.(Mrs.).J.Nimalan	√
2	Mr. A.E.S. Patrick	√
3	Dr.(Mrs).S.Devaisy	√
4	Mrs.M.Piratheepkumar	√
5	Mr.G.Naveendrakumar	√
6	Ms.V.Saraniya	√
7	Ms.K.G.S Madhushani	√
8	Ms.Samitha Ranasinghe	√
9	Ms.P.Menuya	√
10	Ms.J.M.N.H. Jeyaweera	√
11	Mr. A. Sundaralingam	√
12	Mr.M.Pirapuram	√
13	Mr.K.Poongkannan	√
14	Mr.R.Sajith	√
15	Mr.A.Kamilash	√
16	Mr.P.Kishalathan	√
17	Ms.S. Janoya	√

Agenda:

DM/BS/20/02/01:	Progress of Evidence Collection and SER writing for Programme Review
	Head of the Dept. welcomed the staff and members of Programme Review committee of the Dept. of Bio Science for the special Department meeting regarding the progress of evidence collection and SER writing for Programme Review.
DM/BS/20/02/02:	- Based on the progress report from Lecture in charge, evidence collection almost completed for most of the criteria. - In some of the criteria, Lecturer in charge started to write the claims for their evidences. - Dr.S.Devaisy (FQAC Coordinator) explained about the format of SER writing with suitable examples.
DM/BS/20/02/03:	Staff discussed about the SER writing, claims for each standard with their collected evidences.
 Signature-Head/DBS	

HEAD
Dept. of Bio-Science
Faculty of Applied Science
Vavuniya Campus

29/06/2020	Special Meeting of the Department of Bio Science (SER Final Presentation & Discussion)	Meeting No: 04
Office of the Head	Faculty of Applied Science, Vavuniya Campus, University of Jaffna	June/2020

No	Name	29 June	No	Name	29 June
1	Dr.(Mrs).J.Nimalan	✓	10	Mr.R.Sajith	✓
2	Dr.S.Wijaeyamohan	✓	11	Mr.A.Kamilash	✓
3	Dr.(Mrs).S.Devaisy	✓	12	Ms.S.Janoya	✓
4	Dr.(Mrs).P.Malathy	✓	On invitation		
5	Mr.G.Naveendrakumar	✓	13	Mr.V.Prasathkumar	✓
6	Ms.C.D.Kottage	✓	14	Ms.T.Tharani	✓
7	Ms.J.M.N.H.Jayaweera	✓	15	Mr.T.Sanjeev	✓
8	Mr.S.K.Poongkannan	✓			
9	Mr.M.Pirapuram	✓			

DM/BS/20/04/01:	Preliminaries
	Head welcomed the staff involving in SER writing.
DM/BS/20/04/02:	Head requested Dr. (Mrs).S.Devaisy to present the final draft Self-Evaluation Report of Programme Review to the Environmental Science.
DM/BS/20/04/03:	Dr. (Mrs).S.Devaisy presented the Introduction & chapter 1, 2 and 3 of report.
DM/BS/20/04/04:	Following chairperson of each criteria explained the criteria including detail of claims and evidences. Criteria 01: Programme Management- Dr. (Mrs). J. Nimalan Criteria 02: Human and Physical Resources- Dr. S. Wijeyamohan Criteria 03: Programme Design and Development- Dr. (Mrs). S. Devaisy Criteria 04: Course/Module Design and Development- Dr. (Mrs). S. Devaisy Criteria 04: Teaching and Learning- Mr. G. Naveendrakumar Criteria 05: Learning Environment, Student Support and Progression- Dr. (Mrs). M. Piradeepkumar Criteria 06: Student Assessment and Award- Dr. (Mrs). S. Devaisy Criteria 07: Innovative and Healthy Practices- Dr. (Mrs). S. Devaisy
DM/BS/20/04/05:	Head thanked and appreciated the chairperson, members and temporary staff involve in SER writing and evidence collection.

Signature

Head/Dep.of Bio science



HEAD

Dept. of Bio-Science

Faculty of Applied Science

Vavuniya Campus

Attendance Sheet

SER-Discussion

Date: 06/05/2020

Time: 7:40 - 8:00 am

Venue: FAS, LH4, Kuramankadu.

[illegible]

Attendance Sheet

SER-Discussion

Date: 14/05/2020

Time: 7.30 - 8.30

Venue: ^{FAS} LH4, Kurumankadu.

[illegible]

Attendance Sheet

SER-Discussion

Date: 19/05/2020

Time: 8:00 - 9:00 am

Venue: FAS/244, Kuramankadu.

[illegible]

Attendance Sheet

SER-Discussion

Date: 28/05/2020

Time: 4:30-5:30 pm

Venue: FAS/LH1, Kurumakadu.

[illegible]

Attendance Sheet
SER-Discussion

Date: 02/06/2020

Time: 4:00 - 5:00 pm

Venue: FAS/LH4, Kurumankadu.

[illegible]

Attendance Sheet

SER-Discussion

Date: 03/06/2020

Time: 7.00 - 10.00 AM

Venue: Kuruman kadu, CH4

[illegible]

Attendance Sheet

SER-Discussion

Date: 30/06/2020

Time: 4:30 - 5:30 pm

Venue: FAS/LH4, Karamankadu.

[illegible]

Annexure VI: List of Abbreviations.

ACU	Auxiliary Course Unit
AHEAD	Accelerating Higher Education Expansion and Development
AR	Assistant Registrar
ARS	Annual Research Symposium
AS	Assessment Strategy
CAA	Computer Application Assistant
CALL	Computer Assisted Language Learning
CB	Campus Board
CC	Coordinating Committee
CEC	Curriculum Evaluation Committee
CGEE	Centre for Gender Equity and Equality
CGU	Carrier Guidance Unit
CPD	Continuing Professional Development
CRC	Curriculum Revision Committee
DN	Department Notes
DoB	Department of Bio-science
DR	Deputy Registrar
EBL	Environmental Bio Laboratory
ECL	Environmental Chemistry Laboratory
EIS	Environmental Information System
ENSOC	Environmental Society
FAQ	Frequently Asked Questions
FAS	Faculty of Applied Science
FB	Faculty Board
FQAC	Faculty Quality Assurance Cell
FW	Faculty Website
GEE	Gender Equity and Equality
GEEC	Gender Equity and Equality Cell
GIS	Geographic Information System
GPA	Grade Point Average
GTS	Graduate Tracer Studies
HoD	Head of the Department
IB	Inventory Book
ICA	In Course Assessment
ICT	Information Communication Technology
IEEE	The Institute of Electrical and Electronics Engineers
ILOs	Institutional Learning Outcomes
IP	Induction Programme
IQAU	Internal Quality Assurance Cell
IT	Information Technology
LMS	Learning Management System
MIS	Management Information System

MOUs	Memoranda of Understandings
OBE-LCT	Outcome Based Education & Learner Centered Teaching
OP	Orientation Program
PO	Programme Outcome
QAC	Quality Assurance Council
RA	Research Allowance
REA	Research Excellence Award
Rep.	Representative
RG	Research Grant
RS	Remote Sensing
SALC	Self Access Learning Centre
SB	Suggestion Box
SBS	Subject Bench Statements
SC	Student Charter
SCL	Student-Centred Learning
SCTL	Student – Centred Teaching and Learning
SDC	Staff Development Centre
SFB	Student Feedback
SGBV	Sexual and Gender Based Violence
SHB	Student Hand Book
SLQF	Sri Lankan Qualification Framework
SMP	Strategic Management Plan
SOP	Standard Operational Procedure
Sss	Student and Staff Services
SSS	Student Satisfaction Survey
SU	Student Union
TL	Teaching and Learning
TLA	Teaching, Learning Assessment
TLS	Teaching Learning Strength
TO	Technical Officer
TOR	Terms of Reference
UBL	University Business Linkage
UGC	University Grant Commission
UJ	University of Jaffna
URG	University Research Grant
UTEL	University Test of English Language
VC	Vavuniya Campus
VCIRS	Vavuniya Campus International Research Symposium
VLE	Virtual Learning Environment
WP	Web Page