SELF EVALUATION REPORT

PROGRAMME REVIEW

FACULTY OF BUSINESS STUDIES

VAVUNIYA CAMPUS OF THE UNIVERSITY OF JAFFNA

MAY/2018

List of Abbreviations

BAF   - Bachelor of Accountancy and Finance

BBA   - Bachelor of Business Administration

CALTL   - Computer Assisted Language Teaching Lab

CDC   - Curriculum Development Committee

CEC   - Curriculum Evaluation Committee

CGPA   - Cumulative Grade Point Average

CGU   - Career Guidance Unit

CMO   - Campus Medical Officer

CPD   - Continuous Professional Development

CRC   - Curriculum Revision Committee

CRS   - Comprehensive Results Sheet

DELT   - Department of English Language Teaching

DLP   - Detailed Lesson Plan

ELTU   - English Lanuage Teaching Unit

FBS   - Faculty of Business Studies

GEE   - Gender Equity and Equality

GPA   - Grade Point Average

HETC   - Higher Education for the Twentyfirst Century

ICICVC   - Industry Community and Interaction Cell of the Vavuniya Campus

ICT   - Information and Communication Technology

ILO   - Intended Learning Outcomes

IQAC   - Internal Quality Assurance Cell

IT   - Information Technology

LMS   - Learning Managemen System

MIS   - Management Information Systems

MOU   - Memorandum of Understanding

NPAUC   - Northern Province Affiliated University College

OBE   - Outcome Based Education

PM	-	Project Management
PRC	-	Program Review Committee
QAAC	-	Quality Assurance and Accreditaion Council
R & D	-	Research and Development
SBS	-	Subject Benchmark Statement
SDC	-	Staff Development Center
SEC	-	Securities and Exchange Commission
SER	-	Self Evaluation Report
SLQF	-	Sri Lanka Qualifications Frameork
TESL	-	Teaching English as a Seond Language
TOR	-	Terms of Reference
UGC	-	University Grants Commision

Contents

SECTION 1

1.0. INTRODUCTION TO THE STUDY PROGRAMME

1.1. General Introduction

The University of Jaffna was first established in 1974 as Jaffna Campus of the University of Ceylon with two faculties: Faculty of Science and Faculty of Arts. In 1979 with the implementation of University Act No 16 of 1978, Jaffna Campus had become an independent and autonomous university, namely, the University of Jaffna. At present, the University of Jaffna has expanded its activities with eight faculties and a Campus in Vavuniya with two faculties.

The history of Vavuniya Campus as a seat of learning goes back to 1991, as it was formed by elevating the status of the Northern Province Affiliated University College (NPAUC). 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 Business Studies and Faculty of Applied Science. The two batches of students who had completed two years of Diploma courses in NPAUC were admitted for degree programs and awarded three-year degrees in Bachelor of Accountancy and Finance (BAF), Bachelor of Business Administration (BBA) and Bachelor of Science (BSc). The first batches of students were admitted to both the faculties in October 1998. Now both the faculties offer six special degree programs of four-year duration with an optional exit point in the third year.

The permanent site of Vavuniya Campus is about ten kilometres away from Vavuniya town in the Vavuniya- Mannar road at Sopalapuliyankulam, Pampaimadu. One hundred and sixty (160) acres of land was acquired and reserved for the development of academic, administrative and residential buildings. The development of infrastructure had been commenced since 2006 and still on process. The construction of four residential hostels, to accommodate about nine hundred students, was completed.

The Faculty was shifted from its temporary location in the Vavuniya Town to permanent location at Pambaimadu on the 1st August, 2011. The entire Vavuniya Campus would be housed in Pambaimadu location in the near future.

- **Vision of Vavuniya Campus**

  "To be the centre of excellence in knowledge creation and dissemination through active research."

- **Mission of Vavuniya Campus**

  "To be the leader in the provision of academic services of excellence in producing readily marketable graduates with intellectual and professional skills, who can face the challenges imposed by the 21st century, and contribute to the sustainable development of the regional, national and international arenas."

1.2. Faculty of Business Studies

Faculty of Business Studies consists of three Departments, namely, the Department of Finance and Accountancy, the Department of Economics and Management, and the Department of English Language Teaching. In the Faculty of Business Studies, initially three-year Bachelor of Business Administration (BBA) degree was offered and, now, both three and four-year Bachelor of Business Management (BBM) degrees are offered for students.

The Faculty offers Bachelor of Business Management (BBM) honours degree programme, namely, Accounting and Finance, Marketing Management, Business Economics and Human Resource Management. Further, the Faculty introduced a new degree programme in BBM in Project Management (BBM in PM) which commenced from the academic year 2014/15. The present student population of the faculty is 400 and every year, around eighty to hundred students are graduated from our Faculty.

Our programme emphasizes practical and theoretical knowledge in the field of Accounting, Finance, Business Economics, Human Resource Management, Marketing Management, and Project Management. It provides a good foundation for the undergraduates to attain quality and compete in professional examinations, inculcate positive attitudes, ingenuity and self-confidence, become entrepreneurs, engage in research and innovation, promote scholarship, and provide the guidance, advice and assistance to the business, community and society.

Initially, the curriculum was designed to award the degree of Bachelor of Business Administration (BBA) and this programme was a three year course consisting of six semesters. After the completion of the first year, students have an opportunity for

specialization either in Management Studies or in Accounting and Finance. Subsequently, the curriculum was revised for number of times based on the needs and to enrich the quality of the programme as follows:

- ➢ Revision in the academic year 2003/2004 - New curriculum incorporated the computer based subjects, practical training components, field visits and auxiliary course units in addition to the subject areas. In this curriculum, there were three options given for specializations such as Accounting and Finance, Marketing Management and Business Economics.
- ➢ Revision in the academic year 2007/2008 – Curriculum was designed based on the suggestions made by the Subject Review teams of the Quality Assurance and Accreditation Council (QAAC) and amended the credit values as per the decision made by the UGC (Common credit framework).
- ➢ Revision in the academic year 2016/2017 - Main purpose of the revision was to incorporate the up to date development and prepare the students for competing in the job markets locally and globally.

- • **Vision of the Faculty**
  "To be a Centre of excellence in inculcating the essence of Business Management for sustainable development in Sri Lanka."

- • **Mission of the Faculty**
  "To produce graduates as business leaders and accounting professionals to thrive in the competitive, national and global environment through constructive teaching and learning, engaging in research and innovation, and disseminating information through scholarship and extend assistance to business community and society."

The Faculty also conducts short courses and community outreach programs under the Industry Community Interaction Cell of Vavuniya Campus (ICICVC). Further, the ICICVC provides photocopy and printing services to the Faculty students.

1.3. Degree Programmes of the Faculty

The faculty offers six degree programmes and the three departments together provide their contribution to these degrees from their specialized areas. Degree programmes offered by the Faculty are given below:

- **BBM Degree Programmes**
  1. BBM Honours in Accounting and Finance
  2. BBM Honours in Marketing Management
  3. BBM Honours in Business Economics
  4. BBM Honours in Human Resource Management
  5. BBM General (Fall back option)

- **BBM in Project Management Degree Programme (Three Years)**

➢ **BBM Degree Programmes**

The BBM Degree Programme is a four- year honours degree programme which consists of 8 semesters. To be eligible for the degree, a student should accumulate 120 credits including 96 credits in first three years and 24 credits in the fourth year. The BBM general Degree Programme consists of six semesters and to be eligible for the degree, a student should accumulate 91 credits with a project work.

All the courses offered up to the end of the first year second semester are compulsory courses for the students. In third year, there are course units for general and honours degree program and in fourth year first semester, there are core course units for honours degree program. During the fourth year second semester, students will undergo Internship Training and Dissertation writing. The details of the basic credit requirements for honours degree are given in the below table and the final row shows the total number of credits in each specialization category. The credit requirements for the honours degree is illustrated in the Table 1.

Table 1: Credit requirements for Honours Degree

Year	Semester	Core	Optional				Total Credit	
			ACC & FIN	MAR	ECO	HRM	Semester	Year
1	I	15					15	30
	II	15					15	
2	I	15					15	30
	II	15					15	
3	I	09	09	09	09	09	18	36
	II	09	09	09	09	09	18	
4	I	09	09	09	09	09	18	24
	II	06					06	
Total		**93**	**27**	**27**	**27**	**27**	**120**	**120**

The eligibility criteria for specialization will be decided based on the students' results scored on relevant subjects related to the specialization (Business Economics, Marketing Management, Accounting and Finance, and Human Resource Management) in the first three semesters. The combination of the subjects for specialization is illustrated in Table 2.

The criteria for eligibility:

- The candidate, at the first attempt, should have GPA 2.3 or above in all two relevant subjects of the specialization as given in the table below:
- Minimum Cumulative GPA (CGPA) is 2.00 for the first two semesters
- The students should get minimum "C" grade in either MGT 1123 Inroduction to Business Mathematics or MGT 1213 Business Statistics in the first attempt

Table 2: The combination of the subjects for specialization

Specialization in Business Economics	Specialization in Marketing Management
ECO 1113 Principles of Micro Economics	MGT 1113 Principles of Management
ECO 1213 Principles of Macro Economics	MAR 1213 Principles of Marketing
ECO 2113 Sri Lankan Economy	MGT 2112 Occuptional Psychology
Specialization in Accounting and Finance	**Specialization in Human Resource Management**
ACC 1113 Financial Accounting I	MGT 1113 Principles of Management
ACC 1213 Financial Accounting II	MGT 1223 Principles of Human Resource Management
ACC 2113 Cost and Management Accounting	MGT 2112 Occuptional Psychology

The details of the basic credit requirements for the Three year degree are given in the Table 3.

Table 3: Credit requirements for Three Year Degree Program

Year	Semester	Core	Optional				Total Credit	
			ACC & FIN	MAR	ECO	HRM	Semester	Year
1	I	15					15	30
	II	15					15	
2	I	15					15	30
	II	15					15	
3	I	09	06	06	06	06	15	31
	II	10	06	06	06	06	16	
Total								**91**

The evaluation will vary from course unit to course unit depending on the structure of the course unit. In the in-course assessments, for all course units, except practical oriented course units will be 20% and the end semester examination 80%. For the practical oriented subjects, it would be 40% and 60 % respectively. In-course assessment may include quizzes, assignments, students' presentations, case studies and field visits. Twelve categories GPA system is followed to evaluate the students.

Business Management in Project Management (BBM in PM)

The BBM in PM degree is designed for General degree program (Speecial intake) and to be eligible for the degree, a student should accumulate 90 credits as give in the table below.

Table 4. Credit Requirements for BBM in PM

Year	Semester	Total Credit	
1	I	15	30
	II	15	
2	I	15	30
	II	15	
3	I	21	30
	II	09	
Total			90

The evaluation will vary from course unit to course unit depending on the structure of the course unit. The in-course assessments for all course units except practical oriented courses will be 30% and the end semester examination 70%. For the practical oriented subjects, it would be 60 % for theory and 40 % for practical respectively. In course assessment includes quizzes, mid semester examination, assignments, field works and students' presentations. Internship Training will be evaluated in the following manner such as Progress Report 10%, Student Presentation 15%, and Final Report Submission 30%, Diary maintenance 10% Attendance 15%, and Supervisor's Evaluation 20%. The evaluation of dissertation will be Final Report 80% and Viva- voce 20%. Twelve categories of GPA system are followed to evaluate the students.

1.4. Department of Finance and Accountancy

Department of Finance and Accountancy has been established under the FBS in April 1997 after the elevation of NPAUC, as Vavuniya Campus of the University of Jaffna. Department of Finance and Accountancy an aims to produce competent graduates in the Accounting and Finance discipline through implementing different teaching and learning methods. The department consists of staff members in different Accounting and Finance specialization areas to cater the needs of job market and enhance the ability of the students.

The students who are specialized in the Accounting and Finance area can easily get the employment in various public and private sector organizations and Non-Government organizationsl. Our curriculum was specially designed to cater the demand for graduates in Accounting and Finance in the job market. When they complete the degree programme, they get employment opportunity immediately. The Department identifies the need for providing a new specialization degree program in Banking and Insurance in the future since the finance graduates have an excellent career potential in this arena.

1.5. Department of Economics and Management

The Department of Economics and Management was established under the Faculty of Business Studies in April 1997 after the elevation of Northern Province Affiliated University College, as Vavuniya Campus of the University of Jaffna. This is a multi-disciplinary department comprising fifteen permanent academic staff members.

The Department of Economics and Management offers three honours degree programs, namely, Marketing Management, Human Resource Management and Business Economics. Further, the department introduced three-year general degree program in project management in 2015. The department's future plans are to introduce the new degree programs in Entrepreneurship and Business Information System and establish the new departments to each Honours degree program: Department of Human Resource Management, Department of Marketing Management, Department of Business Economics, Department of Management and Entrepreneurship, and Department of Project Management.

1.6.   Department of English Language Teaching (DELT)

The English Language Teaching Unit (ELTU) had been functioning from its inception in 1992 (earlier it was called as English Language Taching Unit). On the 18th December 2017, it became the Department of English Language Teaching (DELT). The mission of this department is to ensure the graduation of proactive individuals in English competence and performance. There are two permanent academic staff, one Senior Lecturer Grade- I and one Senior Lecturer Grade- II. There are six temporary instructors recruited. Its services for the last fifteen years have been well-acknowledged and recorded. It provides English Language Teaching services at the undergraduate level and in English Language research. According to the Standing Committee on Teaching English as a Second Language (TESL) of the UGC, though it is a part of the Faculty of Business Studies, it has the mandate to serve the students of the whole Campus.

At the Faculty, it conducts the courses (teaching, testing and evaluation) such as General English (two semesters) Proficiency in English (six semesters) and English for Business Communication (two semesters) to the students of the BBM. It conducts the extension programs such as Diploma in English (two semesters) and Certificate in English (Two semesters) for the last twelve years for the public. It conducts special ELT programs for specific groups on request. A Computer Assisted Language Teaching Lab (CALL) caters the self-access learning and the mastery of the language.

1.7.   Human Resources of the Faculty

Table 5. Under Dean's Office

Serial No.	Cadre	Approved	Filled	Vacant
a.	Assistant Registrar	**01**	**01**	-

Table 6. Non academic Staff (Under Dean's Office)

Serial No.	Cadre	Approved	Filled	Vacant
a.	Instructor in Computer Technology	01	-	01

b.	Technical Officer (ICT)	01	01	**-**
c.	Management Assistant	02	**-**	02
d.	Management Assistant (Shroff)	01	**-**	01
e.	Lab Attendant	01	01	-
f.	Works Aid	01	01	-
g.	Health Service Labourer *	01	01	-

*Personal to the Holder

Table 7. Academic Staff (Dept. of. Economics and Management)

Serial No.	Cadre	Approved	Existing	Vacant
a.	Senior Professor/Professor	01	-	01
b.	Associate Professor		-	
c.	Senior Lecturer I		05	
d.	Senior Lecturer II	16	02	02
e.	Lecturer		01	
f.	Lecturer (Prob)		05	
g.	Lecturer (Prob) for IT*		01	
h.	Temporary Assistant Lecturer	03	03	-

*Personal to holder

Table 8. Non-academic Staff (Dept. of. Economics and Management)

Serial No.	Cadre	Approved	Filled	Vacant
a.	Management Assistant	**01**	**01**	-
b.	Works Aid	**01**	**01**	-

Table 9. Academic Staff (Dept. of. Finance and Accountancy)

Serial No.	Cadre	Approved	Existing	Vacant
a.	Senior Professor/Professor	01	-	01
b.	Associate Professor		-	
c.	Senior Lecturer I		02	
d.	Senior Lecturer II	07	02	02
e.	Lecturer		01	
g.	Lecturer (Prob)		-	
h.	Temporary Assistant Lecturer	02	02	**-**

Table 10. Non-academic Staff (Dept. of. Finance and Accountancy)

Serial No.	Cadre	Approved	Filled	Vacant
a.	Management Assistant	01	-	01
b.	Works Aid	01	01	-

Table 11. Academic Staff (Dept. of English Language Teaching)

Serial No.	Cadre	Approved	Existing	Vacant
a.	Senior Lecturer			
b.	Lecturer	03	02	01
c.	Lecturer (Probationary)			
d.	Instructor	03	-	03
e.	Instructor in English	03	-	03

Table 12. Non-academic Staff (Dept. of. English Language Teaching)

Serial No.	Cadre	Approved	Filled	Vacant
a.	Management Assistant	01	01	_
b.	Works Aid	01	01	-

1.8.   Students Facilities

Library Facilities

VavuniyaCampus has two libraries: Main Library is located at the Park Road, Vavuniya and provides the services for both the Faculties, a sub-library is in the Pambaimadu premises and it's specially established for the Faculty of Business Studies and has the recent collection of books in Management, Accountancy, Finance, Marketing, Project Management and Economics. It has more than 12,000 books in addition to the periodicals. The disciplines of reading materials cover mainly Management, Economics, Marketing, Accountancy, Finance, Banking; Computer based Accounting, Auditing, Business Mathematics and Statistics, Business English, Science and other Social Science Disciplines. The Library is managed in a manner that permits and encourages the most effective use of the library resources. The reader services are divided into four sections. They are as follows: Lending, Reference, Periodicals and Sri Lankan collection.

IT Laboratory

The Information Technology (IT) Centre of the Faculty of Vavuniya Campus looks forward to be in the forefront in providing IT services and infrastructure facilities to our students and staff. The IT Centre has been boosted with radio link leased line connection. The IT centre has two main computer laboratories. One is the Students' Internet Lab. It consists of 15 computers with a server. The Faculty has connected the Campus Main server through SLT radio link. Internet lab is opened from 8.00 am to 4.45 pm to provide service to the faculty students. In addition, the students can access internet through wireless link (WiFi). The staff have the facilities to access internet at their departments and office. Other laboratory is Teaching Lab. It consists of 100 computers. This laboratory is used mainly for the computer practical courses. This lab also connected with the network.

Learning Management System

The Faculty has introduced online Learning Management System (LMS) from the academic year 2009/2010. The lecturers use this system to upload course materials and as a medium to convey relevant additional information. Each and every staff member and student is given training to use this system.

Health Care Facilities

The Campus provides health care services to the students in two different places. One location is Park Road Campus Administration building and other one is in the Ground floor, Dean's Office of FBS, Pambaimadu premises. The students and the staff members get health care services in both the places. The two medical officers daily visit to the health centers between 12.00 noon to 1.00 pm. A fulltime male nursing officer serves at the Pambaimadu premises. A visiting female nurse is looking after the medical centre at Park Road premises. All medical certificates submitted by the students should be recommended by the CMOs.

Infrastructure Facilities

The permanent site of Vavuniya Campus is about ten kilometres away from Vavuniya in the Vavuniya-Mannar road at Sopalapuliyankulam, Pampaimadu. One hundred and sixty (160) acres of land was acquired and reserved for the construction of academic, administrative and residential buildings. The construction of building infrastructure had been started since 2006 and still on process. The FBS is situated in the Pambaimadu Campus premises. The Faculty was shifted on 1st of August, 2011 to its permanent location.

The construction of three hostels, to accommodate about six hundred students, was completed. The consultancy services for academic buildings, structures, and services have been awarded. The entire Vavuniya Campus would be housed in this location in the future.

Sports Prospective

The sports programs of Vavuniya Campus of the University of Jaffna are organized by the instructor in-charge of Physical Education through the sports council along with the Campus sports advisory board and the Instructor of sports for Vavuniya Campus. The Sports Advisory Board gives advice and submits plans annually, when deemed necessary, on the sports program. The Instructor in-charge of Physical Education with the cooperation of the Sports Council organizes the sports program. Other members of the University staff, both Academic and Non-Academic, also render their services in honorary capacities.

Students' Common Hall

Students have common hall with some facilities. They use the common hall to improve their skills. The common hall is used by the students for different purposes including playing indoor games, conducting the cultural programmes and using as a study hall. In addition, the

Faculty Students' Union also has its office in the common hall. Students' Union conducts regular meetings in the hall.

Students' Accommodation

The Campus provides accommodation facilities to the students. Students who need hostel facilities can obtain application forms from the Examinations and Student Services Branch. The Female and Male Hostels are situated at Pambaimadu, Mannar Road and the hostels have the capacity of accomodating around 1200 numbers of students. Hostel accommodation preference is given for the outstation students and the 1st year students. The hostel students are provided with the facilities such as, beds, mattresses, towel racks, study tables, chairs and water- filters. In addition, television set is available in the common hall. Sub-wardens are in charge for the day to day administration of the hostels. The rent for the hostel accommodation is LKR 200 per mensum. The students residing at the hostel can get their meals from the hostel canteens.

1.9. SWOT Analysis

Analysis of internal factors/processes	
Strengths	**Weaknesses**
1. Qualified, multidisciplinary, motivated, dynamic and enthusiastic staff 2. Provision of competitive programmesto meet the demand of the job market 3. Encouragement of interactive learning approaches to induce active learning amongst the students 4. Practice the students centered learning and outcome based education approaches 5. Availability of virtual learning environment 6. Conducive environment to improve the social harmony among the students 7. Producing high potential employable graduates. 8. Building appropriate research culture 9. Conducting community enrichment programs through ICICVC	1. Lack of infrastructure facilities for academic and administrative purposes 2. Inadequate academic staff 3. Lack of Professors 4. Lack of collaborations with other institutions 5. Inadequate IT laboratory and library facilities 6. Lack of teaching and learning facilities for the disability students 7. No postgraduate programs in the faculty

Analysis of external factors/processes	
Opportunities	**Threats**
1. Many PhD opportunities available for the staff 2. Non- availability of Higher Education Institutions in the region 3. The existence of multi-ethnic composition in the region 4. Strategic location for accessing to any part of Sri Lanka	1. Lack of fundings for the faculty infrastructure development 2. Lack of industries exist in the region causes difficultiesin students internships

SECTION 2

2.0. PROCESS OF PREPARING THE SER

The Programme Review Committee (PRC) was formed in the 2nd meeting of the IQAC, held on 20th of September 2017. The PRC consists of eight teams for all eight criteria. The Programme Review Committee Coordinator, Team Leader, Team Members and Self Evaluation Report (SER) Writers were nominated in the meeting. The Faculty Board had approved the committee at its 155th meeting, held on 29th of September 2017.The eight teams of all criteria have collected the documents for the programme review and reported their progress to the Coordinator at the 3rd meeting of the IQAC which was held on 15th of November 2017. Further, the Coordinator reviewed the progress of the teams and requested to complete the documents collection to all the standards at earliest.

At its 4th meeting of the IQAC held on 12th of December 2017, reviewed the progress of the all teams and re-organized the committees so as to incorporate the new staff members of the Faculty. Further, the Coordinator explained how to write SER for each criteria at its 5th meeting of the IQAC held on 22nd of January 2018. After lengthy discussion on writing SER, all the team leaders agreed to submit the SER on or before 1st of March 2018.All the teams have progressed well and conducted several meetings within their teams and completed their draft works and submitted the draft document to the Coordinator on 15th of March 2018. Then, the review meetings were conducted for each team from 2nd of April 2018 to 10th of April 2018 to check the documents and review the SER of each team. All the teams agreed to submit the revised documents on or before 23rd of April 2018.

The final meetings were conducted with each team to review the revised SER from 25th of April 2018 to 4th of May 2018. All the teams have submitted the final SER on time. The SER final report was successfully completed and submitted to the IQAC on 8th of May 2018. The sixth meeting of the IQAC was held on 9th of May 2018, recommended for the submission to the faculty board.

2.1. Programme Review Committee

Coordinator / Programme Review   Dr.Y.Nanthagopan

01.Programme Management

    Team leader   Dr.Y.Nanthagopan

    Team members   Ms.S.Mathivathany

                                         Ms.M.R.F.Aqeela

02.Human and Physical Resources

    Team leader   Dr.K.Kalainathan

    Team members   Mr.J.AloyNiresh

                                         Ms.G.Y.N.Gunathilaka

03.Programme Design &Development

    Team leader   Dr.P.Selvarajan

    Team members   Mr.S.Thirugnanasampanthar

                                         Mr.S.Harikaran

                                         Ms. S.Pavithra

04.Course/Module Design & Development

    Team leader   Ms.J.S.Thevaruban

    Team members   Mr.C.Larojan

                                         Ms.S.H.I.Chandima

                                         Ms.N.Mathura

05.Teaching and Learning

    Team leader   Mr.A.Thayaparan

    Team members   Ms.D.Ajanthan

                                         Mr.T.Selvamalai

06.Learning Environment, Student Support
  and Progression

    Team leader   Ms.P.Godwin Phillip

    Team members   Ms.S.Thevaka

Ms.S.Dinojah

Ms.J.Bavani

07.Student Assessment and Awards

    Team leader   Mr.T.Pratheepan

    Team members   Mr.A.Rukshan

                                       Mr.N.Thevanes

                                       Ms.J.Karthika

08.Innovative and Healthy Practices

    Team leader   Ms.T.Lavan

    Team members   Mr.K.Suthesan

                                         Mr.R.Vivek

                                       Ms.K.P.W.D.R.Dilhani

09.SER Writers   Dr.A.Pushpanathan

                                        Dr.Y.Nanthagopan

                                        Dr.G.Jeyaseelan

                                        Ms.S.Jeyaseelan

                                        Ms.S.Danoshana

SECTION 3

3.0. COMPLIANCE WITH THE CRITERIA AND STANDARD

1. PROGRAMME MANAGEMENT

Standard	Claim of the internalization of best practices and level of achievement of standards	Documentary Evidence to support the claim	Code number of the Document
1.1 The Faculty/Institute organizational structure is adequate for effective management and execution of its core functions.	The existing structure of the faculty is designed according with the guidelines of the university Act. The faculty has revised the organogram as to accommodate the changes of created new departments and new committees. The structure consists of Dean, Heads of departments, coordinators of the units, Chairpersons of the committees, Academic staff, Assistant registrar and Non-academic staff. The structure supports for effective functioning of the faculty and provides adequate information regarding the campus practices and duties and responsibilities. The following resources are used at present to internalize the best practices. a) Universities Act No 16 of 1978. It is used for developing faculty by laws and TORs. b) Draft Faculty by-Laws - It is being developed. It will help for effectivepracticesof by-laws, policies and procedures. c) Faculty Quality Assurance Cells / By-laws and TORs of the committees support effective	University Act No 16 0f 1978 Organogram Faculty by-laws - Draft TOR/Faculty Quality Assurance Cells By-Laws TOR/Internal QualityEnhancement Policy Framework, 2016 The Students Handbook/ Prospectus	1.PM/Uni.Act/UGC/1978 2.PM/Org/web/FBS 3.PM/FBL/Draft/IQAC 4.PM/TOR/Cells/IQAC/2016 5.PM/TOR/IQEPFW/IQAC/2016 6.PM/SHB/Pros/FBS/2015/16

		Action Plan of Faculty of Business Studies	
			7.PM/AP/FBS/2016-2020
		Action Plan / IQAC of FBS	8.PM/AP/IQAC/2017-2018
		Action Plan / Dept.	
1.2.The Faculty/Institute Action Plan is up to date and aligned with the University's/HEI's Strategic Plan; demonstrates readiness to adopt new trends in higher education; is implemented as planned and monitored regularly	The Faculty action plan has been developed through participatory approach aligned with the campus and university's corporate plans and goals of the higher education ministry. The faculty action plan has been discussed in the faculty board meetings.	Strategic Management Plan /Vavuniya Campus	9.PM/AP/DEM/2018
		Faculty Minute of Strategic Management Plan	
			10.PM/SMP/VC/2016-2020
	The departments have developed the action plan aligned with the faculty plan and adopted the new trends of the higher education.	Master Plan / Vavuniya Campus	11.PM/ Minute-139/SMP/FBS/2015
			12.PM/MP/VC/2012
	IQAC has developed the action plan aligned with the IQAU, faculty and university plans. The action plan is implemented and progress is discussed in the IQAC meetings regularly.	Faculty board Minutes of Action Plan Implementation	13.PM/Minute-155/API/FBS/2017
		Department Minute of Action plan implementation.	14. PM/Minute-49/API/DEM/2018
		IQAC Minute of Action Plan implementation	15. PM/Minute-01-03/API/IQAC
1.3. The	The faculty adopts and follows the standard	Documented Standard	

	finance and administrative procedures approved by the Senate/Council/UGC. All the circulars are communicated to all the staff members.	Operational Procedures (SoPs)/Management Procedures	16.PM/MP/UGC/Cir02/2016a 16. PM/TOR/Pre.Ex/2016b
Faculty/Institute adopts management procedures that are in compliance with national and institutional Standard Operational Procedures (SOPs), and they are documented and widely circulated.		Annual Internal Audit Report	17.PM/AIAR/2016.a 17.PM/AIAR/2012.b
		Annual External Audit Report	18.PM/AEAR/FBS/2010 4.PM/TOR/Cells/IQAC/2016
		TOR/Faculty Quality Assurance Cells By-Laws	5.PM/TOR/IQEPFW/IQAC/2016
		TOR/Internal QualityEnhancement Policy Framework, 2016	
1.4. The Faculty/Institute adopts a participatory approach in its governance and management and accommodates student representation on faculty committees and student welfare committees.	The faculty practices the participatory approach in all meetings and decision making processes. The students and external members are represented in many committees/meetings. For example; the faculty board consists of two students and two external member representations. Department meetings consist of student members. Curriculum development / revision committees consist of students and external members.	Minutes of Faculty Board Minutes of Department Meeting Minutes of Curriculum revision/development Workshop Stakeholder consultations; follow-up action taken; list of committees with student	19.PM/Minute-148/FBS/2016 20.PM/Minute-27/DEM/2017 21.PM/Minute/CDR/2017.a 21.PM/Minute/CDR/2017.b 21.PM/Minute-45/DEM/2017.c 22.PM/ESPDM/DEM/2017.a 22.PM/ESP/BBM/DEM/2-17.b 22.PM/ESH/FBM/FBS/2017.c

		participation; evidence of student participation in decision making process; stakeholder feedback.	23.PM/SHF/DEM/2017.a 23.PM/SHF-BBM/DEM/2017.b 23.PM/SHF/Minute-43/DEM/2017.c
1.5.The Faculty/Institute adheres to the annual academic calendar that enables the students to complete the programme and graduate at the stipulated time.	The Annual academic calendarisprepared by the Dean inthe heads meetings and it is approved by the faculty board, campus board and Senate accordingly. The faculty activities are programmed according to the academic calendar and if any changes are required, they would be placed in the faculty board, and approved in the faculty board, campus board and Senate.	Academic Calendar Faculty Board Minutes Examination Time Table Semester Time Table Graduands Records Convocation Schedule	24.PM/AC/FBS/2018 25.PM/Minute-158/FBS/2017 26.PM/ET/EX/2017 27.PM/ST/FBS/2014 28.PM/PSR/FBS/2013-a 28.PM/PSR/FBS/2013-b 28.PM/PSR/FBS/2013-c 29.PM/Con-33/2017 30.PM/CS/UOJ/2016
1.6.The Faculty/ Institute makes available a Handbook to all incoming students; it provides general information on the history and current status of the Faculty/Institute, brief descriptions of study programme (s) offered, learning	Faculty distributes the student handbook to newly enrolled students at the orientation programme. The handbook is updated every year and provides the following information to the students; History and faculty information, Departments information, Staff details, ProgrammeCurricula: Programme Aim and Objectives, Course structure, Course contents, Examination, Academic and welfare facilities.	Faculty Handbook/prospectus Student Disciplinary Guidelines Student Charter/ Code of Conduct. By-Laws Relating to Sexual and Gender-Based Violence (SGBV)	6.PM/SHB/Pros/FBS/2015/16 31.PM/SDG/UGC-946/2011 32.PM/Charter/UGC/2012 33.PM/SGVB/UOJ/2017 34.PM/GEE/UOJ/2017 35.PM/EOP/FBS/2016

resources, student support services, disciplinary procedures, welfare measures, the rights and responsibilities of students, and grievance redress mechanisms.		Policy Framework for Gender Equity/Equality Examination Offences and Punishments Workshop on Sexual Harassment	36.PM/SHW/CGEE/2016
1.7. The Faculty/ Institute makes available a Study Programme Prospectus to all incoming students; it provides information on the curricula of the study programme(s) and courses offered, options available to exit at different levels, optional courses and electives offered, examination procedures and grading mechanism, graduating requirements, examination bylaws, etc.	The Students handbook/prospectus contains all the relevant information to the students. The handbook is updated every year and well explained in the orientation programme by the support of relevant staff members. The handbook provides information on the curricula of the study programme(s) and courses offered, options available to exit at different levels, optional courses and electives offered, examination procedures and grading mechanism, graduating requirements, examination by-laws, etc.	Study Programme Handbook/Prospectus Course Unit Lesson Plan Course Curricula/Syllabi of courses Examination by-laws.	6.PM/SHB/Pros/FBS/2015/16 37.PM/CULP/DFA.a 37.PM/CULP/DEM.b 37.PM/CULP/Ent/DEM.c 38.PM/CUS/BBM/FBS/2017.a 38.PM/CUS/BPM/FBS/2017.b 39 PM/Ex.Bylaws/EX/2011
1.8. The Faculty/Institute Website is up to date	The Faculty website is continuously updated with relevant information and consists of staff profile, IQAC, Hand book, Publications, announcements,	Faculty Website and links.	40.PM/Web/FBS 41.PM/Web/IQAC

with current information and provides links to all publications such as handbooks/prospectus, special notices, announcements, etc.	LMS and relevant links.	IQAC website, links and minutes GEEC Website and links Action plan for launching New Faculty Website	42. PM/IQAC/Minutes-45/2017 43.PM/Web/GEEC/UOJ 44. PM/AP/Web/FBS
1.9 Faculty/Institute offers an induction/orientation programme for all new students to facilitate students' transition from 'school' to 'university' environment.	Orientation program is organized every year for the new students by Dean/FBS. The students are provided the information of the degree program, examination, campus premises, Hostel facilities, students discipline and code of conduct, Library, Counselling and career guidance. Further, to follow the degree program effectively, the preliminaryknowledgeof management, accounting, economics, mathematics, soft skills and English are taught to the newstudents.	Faculty Board Minute - Orientation Plan Discussed Budget for Orientation Programme Agenda of Orientation Programme Guest Speaker Address in Orientation Programme Freshers' Welcome Events	45.PM/Minute-140-09/FBS/2016 46.PM/Minute-158-5/OT/FBS/2017 47.PM/Agenda/OA/FBS/2016 48.PM/Speaker/FBS/2016 49.PM/Newsletter-2/OPF/VC/2017
1.10. The Faculty/Institute securely maintains, updates and ensures confidentiality of permanent records of all students, accessible only to authorized	The Students services and Examination branches maintain records of all the students and accessibility is limited only to the authorized officers. Students Attendance Records, Continuous Assessment marks are recorded and maintained in the departments.	Letters sent to the Students Personal Files Students Attendance Records Continuous Assessment	50.PM/Students Records/FBS/2017 51.PM/Stud.Attendance/DEM/2017 52.PM/Cont.Assessment/DEM/2017

		Marks& Exam Result	53.PM/ER/BBM/2017
1.11. The Faculty/Institute uses an ICT platform and applications for all its key functions and maintains an updated data base which is linked to the university Management Information System (MIS).	The University and campus maintained updated database for staff information and publications. The faculty follows the procedures and maintains the updated website linked to the MIS of the University.	Inventory of ICT facilities Adoption of ICT tools for teaching and learning Request Letter for Increasing ICT accessibility time LMS implementation Workshop	54.PM/ICT/FBS/2017 55.PM/LMS/Web/2017 56.PM/ICTA/FBS/2017 57.PM/LMSW/FBS/2013.a 57.PM/LMSW/FBS/2013.b
1.12. The Faculty/Institute issues a copy of the Code of Conduct/ Student Charter prescribed by the University to each and every incoming student; it is communicated to all students and students' adherence to the prescribed code of conduct is closely monitored and promoted.	The Students Charter, Prohibition of Ragging Policy Act and Students Discipline Commission Circular 946 are well explained to the students at the orientation progarmmeand the students' adherence continuously monitored.	Common Guidelines of Students Discipline Student Charter Prohibition of Ragging Act No 20 of 1998 Student Penalty Records Orientation Programme Agenda	31.PM/SDG/UGC-946/2011 32.PM/Charter/UGC/2012 58.PM/PRA/UGC-Act.No 20/1988 59.PM/Students Penalty/FBS/2017 47.PM/Agenda/OA/FBS/2016
1.13. The	The faculty provides duty lists, work ethics and	Work Norms and	60.PM/Worknorms/UOJ

Faculty/Institute implements duty lists, work norms and Codes of Conduct for all categories of staff, communicates those to all and monitors regularly.	norms to all the academic and non-academic staff members and the adherence monitored regularly by Dean, Heads and Assistant Registrar. The staff promotions and increments are made based on their performance and adherence to the work norms.	Academic Ethics Code of Practice Duty Lists Appointment Letters Letter for Assignment of Lectures and deadlinesfor the staff members Academic Norms& related Minute & Workshop Semester Time Table Individual Time Table TOR/Letter Academic Coordinator TOR-Pre Examination Board Self-Assessment Reports Annual Increment Reports	61.PM/COP/UGC/2012 62.PM/Dutylists/FBS.a 62.PM/Dutylists/DEM.b 63.PM/Appointment/FBS 64.PM/Assigned lectures/DEM/2018 65.PM/Academic Norms/FBS 66.PM/AN/PCAA/C-405/2015 67.PM/Minute-142/AN/2016 68.PM/Workshop/OAR/SDC/2017 69.PM/Semester Timetable/FBS 70.PM/Individual Timetable/FBS 71.PM/TOR/AC/DEM-MM&HRM.a 71.PM/TOR/AC/DEM-PM.b 16. PM/TOR/Pre.Ex/2016.b 72.PM/SAR/FBS/2015

			73.PM/AIR/FBS/2017
1.14. The Faculty/Institute implements the performance appraisal system prescribed by the University/HEI; performance of staff is enhanced through training and rewarding high performers.	The Faculty implements staff appraisal system for the promotions of the staff members. The direct head/supervisor evaluates their staff members'performanceand provide recommendations. Peer Evaluation and Students Feedback forms are used to evaluate the teaching quality of the staff members. Staff undergo professional development programs inside and outside of the campus.	Performance Appraisal Format Self-evaluation reports Annual increment reports Peer Evaluation Form Peer Evaluation Report CPD programmes Staff Attended Workshop SDC Workshops	74.PM/Appraisal/EB 72.PM/SAR/FBS/2015 73.PM/AIR/FBS/2017 75.PM/Evaluation/IQAC 76.PM/Evaluation Report/IQAC 77.PM/CPD/UOJ/2017 78.PM/Staff Workshop/2013-14 79.PM/SDC Workshops/2017
1.15. The Faculty/Institute has established an Internal Quality Assurance Cell (IQAC) with welldefined functions and operational procedures; it works in liaison with the Internal Quality	Internal Quality Assurance Cell (IQAC) of the Faculty closely follows the IQAU by-laws, EnhancementPolicy and Framework, Sri Lankan Qualification Framework, University GrantCommissionCircularsandNationalEducation Reforms for the best practices. Manual for review of undergraduate study programs of Sri Lankan Universities and Higher	Faculty Quality Assurance Cells By-Laws Internal QualityEnhancement Policy Framework, 2016 Manual for Program Review	4.PM/TOR/Cells/IQAC/2016 5.PM/TOR/IQEPFW/IQAC/2016 80.PM/MPR/IQAC/2015 81.PM/SLQF/IQAC/2015 8.PM/AP/IQAC/2017-2018

Assurance Unit (IQAU) of the University/HEI and implements internal quality enhancement system.	Education Institutions is practiced for the Program review of the Quality Assurance Cell. IQAC is a compulsory agenda item in the department meeting, faculty board, campus board and the Senate. IQAC has developed the action plan aligned with the IQAU, faculty and university plan. The action plan is implemented and progress is discussed in the regular IQAC meetings. The Faculty implements staff appraisal system for the promotions of the staff members. The direct head/supervisor evaluates their staff members' performance and provides recommendations. Peer Evaluation and Students Feedback forms are used to evaluate the teaching quality of the staff members. The Faculty and IQAC keep the reports of the External Review Team of Quality Assurance and it has been discussed in the faculty board and IQAC meetings for the improvement.	Sri Lankan Qualification Framework Action Plan / IQAC of FBS Meeting Minute of IQAC Coordinating Committee Meeting of IQAU Performance Appraisal Format Peer Evaluation Form Peer Evaluation Report Students' Feedback Form Students' Feedback Report Subject Review Reports Workshop on Progress Review of IQAU UGC - Circular - Strengthening of Internal Quality System	82.PM/Minute-1,2,3 & 4/IQAC/2017 83.PM/CCM/Minute-1,3,7&8/IQAU/2017 74.PM/Appraisal/EB 75.PM/Evaluation/IQAC 76.PM/Evaluation Report/IQAC 84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b 86.PM/SRR/DEM/2017.a 86.PM/SRR/DAF/2017.b 86.PM/SRR/Minute-159/FBS/2018c 87.PM/Workshop-PR/IQAU/2016-2018 88.PM/Circular -04/2015/UGC 41.PM/Web/IQAC

		IQAC Website and links	
1.16. The Faculty/Institute has established a Curriculum Development Committee (CDC) or alternative mechanisms for monitoring, reviewing and updating the curriculum.	The faculty established two curriculum revision committees to revise the existing BBM curriculum and BBM in Project Management curriculum. Both the committees had completed their revisions of the curriculum and the revised curriculum was approved in the faculty board and campus board and sent it to the Senate. Recently, the organogram was revised and the curriculum development committee was incorporated as the permanent bodyin the faculty structure. Further, the new committee members were appointed: Chairperson and Academic Coordinators of the specialization programs. The Faculty follows the guidelines, laws and directions of the Curriculum Evaluation Committee (CEC) and participates in the CEC meetings. The CRC conducts regular meetings to discuss the new structure of the curriculum and makes updates time to time in consultation with the subjects' experts and other industryprofessionals. The CRC keeps the minutes of the regular meetings. The CDC draws and revises the subjects based on the CRC's recommendations time to time by the respective lecturers with the assistance of the subjects' experts.	Campus Board Memo - CDC, HRM Appointment Letters - CDC Chairperson Memo of the CDC Meeting Letters of the CDC Minute of the CDC Meeting Minute of the Department Faculty Board Minutes Letters of CDC to draw the detail syllabus Minute of the Curriculum Revision Workshop Nomination Letter - ICT into Curriculum Representative of the CEC	89.PM/CBM/CDC-HRM/FBs 90.PM/AL/CDC/FBS/2014 91.PM/Memo-195/CDC/2016 92.PM/Meet.Lett/CDC/2016 93.PM/Minute/CDC/2017 94.PM/Minute-45,46,47 & 48/DEM/2017 95.PM/Minute-150, 152, 153, 154/FBS/2017 96.PM/LDS/FBS/2017 21.PM/Minute/CDR/2017.a 97.PM/NL-ICT/Curri/2014 98.PM/Rep/CEC/2017 38.PM/CUS/BBM/FBS/2017.a 38.PM/CUS/BPM/FBS/2017.b

	The faculty conducts the curriculum revision workshops to get the ideas and create the outcome based Education and student centered learning system with the different stakeholders. The revised curriculum has been prepared after an accepted review process and the minutes maintained by the CDC.	Revision Report of the final curriculum	
1.17. The Faculty/Institute takes into consideration the SLQF and SBS as reference points and Outcome- based Education and Student Centered Learning (OBE-SCL) approach in academic development and planning and education provision.	The faculty degree programs are planned, developed and revised based on the SLQF documents and Subjects Benchmark Statement (SBS). The new subjects are included to accommodate the OBE-SCL and implemented in the academic development program. The faculty develops the proposals to establish five new departments according to the UGC and SLQFguidelinesand the consultant and conveners were appointed for this purpose. The relevant criteria and benchmark of SLQF are followed inincorporating the new subjects and revising the existing curriculum by the Faculty. The faculty recruits the academic staffs in accordance with the SLQF and UGC recruitment circulars.	The Student Handbook/ Prospectus Lesson Plan of the Course unit Admission Handbook 2017/2018– UGC Sri Lankan Qualification Framework Subject Benchmark Statement Meeting Minute of Dept. Development proposal Faculty board Minute - Appointment of Conveners & Consultant for New Departments	6.PM/SHB/Pros/FBS/2015/16 37.PM/CULP/DFA.a 37.PM/CULP/DEM.b 37.PM/CULP/Ent/DEM.c 99.PM/AHB/UGC/2017-2018 81.PM/SLQF/IQAC/2015 100.PM/SBS/Eco/UGC.a 100.PM/SBS/Acc/UGC.b 100.PM/SBS/Mgt/UGC.c 100.PM/SBS/Eng/UGC.d 100.PM/SBS/F.Mgt/UGC.e 101.PM/Minute/FBS/2017 102.PM/ACC-N.dept/FBS/2017a 103.PM/SR-PM/2017

		Staff Recruitment in Project Management	
		Minute of Curriculum Revision Workshop	21.PM/Minute/CDR/2017.a 21.PM/Minute/CDR/2017.b 21.PM/Minute-45/DEM/2017.c
1.18. The Faculty/Institute adopts a clear policy and procedure on programme approval and implementation and programme discontinuation to ensure that students enrolled into the programme will complete their education without any disruption.	The faculty follows the strict discipline on the students' pass out ratio and maintains the high performance level. The handbook provides information on courses offered, options available to exit at different levels, examination procedures and grading mechanism, graduating requirements, examination bylaws, etc. The majority of the students pass out on time without delays. However, fewer repeated students takes couple of years more to complete the degree program.	Examination by-laws Study Programme Handbook/Prospectus Pass out Students Records Convocation Schedule	39.PM/ExBylaws/EX/2011 6.PM/SHB/Pros/FBS/2015/16 28.PM/PSR/FBS/2013-a 28.PM/PSR/FBS/2013-b 28.PM/PSR/FBS/2013-c 29.PM/CS/UOJ/2016 30.PM/CS/UOJ/2016
1.19. The Faculty/Institute monitors the implementation of the curriculum and the quality of education provision through	The faculty revises the study programs time to time and adds new subjects based onthe ideas from the stakeholders. The CRC conducts regular meetings to discuss the new structure of the curriculum and makes revisions time to time with the subjects' experts	Revised Curriculum of BBM Degree Program Meeting Letters of the CDC Minute of the CDC	38.PM/CUS/BBM/FBS/2017.a 38.PM/CUS/BPM/FBS/2017.b 92.PM/Meet.Lett/CDC/2016 93.PM/Minute/CDC/2017

multiple measures, the findings of which are used for continuous improvement of learning provision.	and industries. The CDC draws and revises the subjects based on the CRC's recommendations time to time by the respective lecturers with the help of the subjects experts. The faculty practices the theoretical aspects in internship program during the final year. Peer Evaluation and Students Feedback forms are used to improve the quality of the degree program.	Meeting Internship Training Diary & Performance Review Report Exposure Visit - Request Letters Program Schedule of Field Visit Field Visit Report Peer Evaluation Form Peer Evaluation Report Students' Feedback Form Students' Feedback Report Subject Review Reports Overall PM degree Students' Evaluation Report	104.PM/ITD&PRR/DEM/2017 105.PM/EVRL/DEM/2017 106.PM/PSFV/DEM/2017 107.PM/FVR/DEM/2017 75.PM/Evaluation/IQAC 76.PM/Evaluation Report/IQAC 84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017 108.PM/Evaluation Report/DEM/2017
1.20. The Faculty/Institute has established collaborative	The faculty releases the fund for the academics to encourage their research with other partners. The agreements and MOUs have been signed by	MOU- The UNDP MOU- The Sri Lanka	109.PM/MOU/UNDP/FBS

partnerships with national and foreign universities/HEIs/ organizations for academic and research cooperation.	the faculty with other institutions such as Sri Lanka Institute of Marketing and Securities and Exchange Commission of Sri Lanka. The faculty invites the visiting lecturers from other universities and other relevant institutions.	Institute of Marketing MOU - The Securities& Exchange Commission of Sri Lanka Record of visiting lecturers from other institutions	110.PM/MOU/SECSL/FBS/2016 111.PM/MOU/SLIM/FBS/2016 112.PM/RVL/DEM/2017
1.21. Faculty/Institute operates academic mentoring, student counselling and welfare mechanisms and procedures and ensures that the personnel responsible for the tasks are adequately trained to fulfill their roles.	The senior student counselor is appointed by the campus board and the student counselors are appointed by the faculty board in order to strengthen social harmony, ties among all the ethnic groups of students, handle the student unions and maintenance of student discipline within the faculty. The sufficient student counsellors in terms of the Commission Circular No 919 are appointed based on the students' ratio rate to manage and monitor the ragging activities. A number of academic wardens are represented by the faculty to maintain the discipline and address the issues and grievances. Academic Coordinators are appointed to provide academic counselling for the students Scholarship and bursaries are provided to the eligible students. Assistant Registrar/ Student Welfare and Marshall are the representatives for	Application for the Senior Student Counsellor Request Letter for Additional Student Counsellors Mahapola& Bursary installment Commission Circular - Ragging Prevent Mechanism Appointment letter for the Academic Coordinator Commission Circular -	113.PM/ASSC/WO/2017 114.PM/RLASC/WO/2013 115.PM/MBI/OR/2015 116.PM/Comm.Circ-919/2010 71.PM/TOR/AC/DEM/2018a 117.PM/Comm.Circ-856, 942,/2011 118.PM/TOR-Marshall/WO/2017

		the welfare and discipline. The payments are revised and increased time to time.	Revision of Annual Income for Bursary	
			TOR/Appointment Letters-Marshall	
1.22. Faculty/Institute assures that all its students have access to health care services, cultural and aesthetic activities; recreational and sports facilities.	The Campus Health Centre functions with a Medical Officer and Nurse for the easy access to the health care services of all students. Physical Education Unit providesthe sports and recreational facilities to the students. The unit organizes the inter faculty sports meet,sports events indoor-gameopen tournament—etc. The faculty conducts the workshops and awareness programs for health carewith the support of the academic career guidance advisor. The faculty administration provides supports and facilities for the cultural events such as Well-come party, Going Down party, Thaipongal, Bana Program, Pirith Ceremony, Ifthar and Navarathiri.	Clinic Drugs of Health Centre	
			Appointment of Nurse	119.PM/CD/HC/2015
			Letter informing the functioning of Physical Education Unit	120.PM/A-Nurse/HC/2017
				121.PM/LPEU&F/FBS/2017
			Letter of Workshop	122.PM/L-Workshop/FBS/2016
			Time Schedule for Inter Faculty Fresher's meet	123.PM/TS-IFF/FBS/2013
			Sports Events for FOBS Weeks	124.PM/SE-FOBSW/SU-FBS/2015
			Records of Sports meets	125.PM/Sportsmeets/FBS
			Sport Council -Letter for Sports Skills Development	126.PM/LSSD/SC/2014
				127.PM/RPL-CE/FBS/2017
			Request & Permission Letters for Cultural Events	
1.23. Faculty/Institute implements measures	The studentresidence facilities are provided with the safety and security services for all outstation	Academic & Welfare Facilities (Students	128.PM/AWF/SH/2016

| to ensure the safety and security of students. | students

Students hostels are administered by the sub-wardens with the direct supervision of the welfare office and academic warden.

Social and physical infrastructure facilities such as electricity, water supply, canteen, sports and entertainment and emergency system are available in the faculty and hostel premises.

The welfare office and canteen committee looks after the nutritional food needs and canteen facilities.

Fire extinguisher has been equipped in all the campus premises. | handbook)

Appointment Letter - Academic Warden

Appointment Letter - Student Counsellor

Appointment Letter - Senior Student Counselor

Appointment Letter – Sub-Warden (Full Time)

Letter for canteen Facilities

University Act - University Students Union & Faculty Students Union

Hostel Students List

Photo Evidence - Lighting, Water Supply, Fire Extinguishers, First Aid, Canteen, Sports and Entertainment and other social and physical infrastructure facilities. | 129.PM/AL/AW/WO/2017

130.PM/AL/SC/WO/2017

131.PM/AL/SSC/WO/2017

132.PM/SW-Full Time/WO/2017

1.PM/Uni.act/UGC/1978

133.PM/Canteen/WO

134.PM/WS/WO

135.PM/Electricity/WO

136.PM/EmS/WO

126.PM/LSSD/SC/2014 |

		Letter for the Dengue Control	
1.24. The Faculty/Institute adopts and practices University/HEI approved by-laws pertaining to examinations, examination offences, student discipline, and student unions; the adopted bylaws are made widely available to both staff and students.	Faculty distributes student handbook to newly enrolled students at the orientation programme. The handbook is updated every year and provides the following information to the students; History and faculty information, Departments information, Staff details, Programme Curricula: Aim and Objectives, Course structure, Course contents, Examination, Academic and welfare facilities. Student Union Guidelinesareavailable in the welfare office and faculty web Site.	Faculty Handbook/prospectus Student Disciplinary Guidelines Student Charter/ Code of Conduct Examination Offences and Punishments Examination by-laws University Act – University Students Union & Faculty Students Union	6.PM/SHB/Pros/FBS/2015/16 31.PM/SDG/UGC-946/2011 32.PM/Charter/UGC/2012 35.PM/EOP/FBS/2016 39.PM/ExBylaws/EX/2011 137.PM/Uni.Act26/SU/WO
1.25. The Faculty/Institute offers special support and assistance for students with special needs or differently-abled students.	Faculty supports the students who needs special care and assists them to carry out their day to day study program. Funding support such as Rector's Fund and PuvaneswaryLoganathan Memorial Fund is given to the economically disadvantaged students: war affected and low-income families	Financial Assistance for the Students - PuvaneswaryLoganathan Memorial Fund Application Form for Rector's Welfare Fund Name List of Funded Students - PuvaneswaryLoganatha	138.PM/FAS-PLMF/2017 139.PM/AF/Rector-WF/WO 140.PM/NLFS-PLMF/2017 130.PM/AL/SC/WO/2017 131.PM/AL/SSC/WO/2017 141.PM/DPLH/FBS

	The campus provides the Hand Rail,Disable Ramp, Chairs with pad for left hand writers for differently abled students. The Students Counsellors have been appointed for dealing the Students matters.	n Memorial Fund Appointment Letter - Student Counsellor Appointment Letter - Senior Student Counselor Design Proposed Lecture Hall - FBS	
1.26. The Faculty/Institute practices measures to ensure gender equity and equality (GEE) and deter any form of sexual and gender-based violence (SGBV) amongst all categories of staff and students.	The university provides the by-laws and policy framework for Gender Equity/Equality and prohibits the sexual and gender-based violence. The faculty conducts the workshop to increase the awareness program for controlling the sexual harassment. Faculty distributes student handbook to newly enrolled students at the orientation programmeand provides the students regarding sexual and Gender based violence and ragging. The faculty website is continuously updated with the relevant information and consists news and events regarding Gender Equality and Equity Centre	By-Laws Relating to Sexual and Gender-Based Violence (SGBV) Policy Framework for Gender Equity/Equality Workshop on Sexual Harassment Faculty Handbook/prospectus Student Disciplinary Guidelines Student Charter/ Code of Conduct Examination Offences and Punishments	33.PM/SGVB/UOJ/2017 34.PM/GEE/UOJ/2017 36.PM/SHW/CGEE/2016 6.PM/SHB/Pros/FBS/2015/16 31.PM/SDG/UGC-946/2011 32.PM/Charter/UGC/2012 35.PM/EOP/FB/2016 39.PM/ExBylaws/EX/2011 137.PM/Uni.Act26/SU/WO 43.PM/Web/GEEC/UOJ 59.PM/Students Penalty/2017

		Examination by-laws	
		University Act - University Students Union & Faculty Students Union	
		GEEC Website and links	
		Student Penalty Records	
1.27. The Faculty/Institute practices the policy of zero-tolerance to ragging; it adopts strategies and implement preventive and deterrent measures through coordinated efforts of all stakeholders to prevent ragging and any other form of harassment and intimidation.	The university practices the by-laws and policy framework for Gender Equity/Equality and prohibit the Sexual and Gender-Based Violence. The faculty conducts the workshop to increase the awareness program for the sexual Harassment. Faculty distributes student handbook to newly enrolled students at the orientation programmeand provides the following information to the students regarding sexual and gender-based violence and ragging. The faculty website is continuously updated with relevant information and consists news and events regarding Gender Equality and Equity Centre. The students services and examination branches maintain records of all the students punishments and accessibility is limited only to the authorized officers.	By-Laws Relating to Sexual and Gender-Based Violence (SGBV) Policy Framework for Gender Equity/Equality Workshop on Sexual Harassment Faculty Handbook/prospectus Student Disciplinary Guidelines Student Charter/ Code of Conduct Examination Offences and Punishments	31.PM/SGVB/UOJ/2017 32.PM/GEE/UOJ/2017 34.PM/SHW/CGEE/2016 6.PM/SHB/Pros/FBS/2015/16 29.PM/SDG/UGC-946/2011 30.PM/Charter/UGC/2012 33.PM/EOP/FBS/2016 37.PM/ExBylaws/EX/2011 127.PM/Uni.Act26/SU/WO 40.PM/Web/GEEC/UOJ 55.PM/Students Penalty/2017

			Examination by-laws	47.PM/Students Records/2017
			University Act - University Students Union & Faculty Students Union	
			GEEC Website and links	
			Student Penalty Records Letters sent to the Students Personal Files	

Summary

The faculty of Business Studies is designed according to the UGC Act and provides the line of authority and carrying respective responsibilities regarding their roles to function the faculty. Further the Internal Quality Assurance cells assure the quality of the University procedures and provides the intention for the lecturers to broaden their knowledge and leads to excellent performance. The action plans are implemented to integrate with the strategic plans in order to adopt the new trends of the higher education and infrastructure to develop the faculty atmosphere. The finance and administrative procedures are thoroughly examined by the internal and external audit committees. When designing a new curriculum, the students' representatives are also welcomed for the workshops and committee meetings to prioritize their opinions and expectations regarding the curriculum. Ongoing procedures are updated in every faculty board and department meetings. The stakeholders' feedback is also considered for the betterment of the faculty.

Faculty handbook is updated before handing over to the new enrolled students to provide them the relevant details. Exam procedures, grading mechanism, graduating requirements are further clarified by the examination bylaws. The internal and external stakeholders can easily access information regarding the Faculty via Faculty websites. Orientation program leads to make known the students about the campus facilities, counselling and career guidance to motivate them towards learning. Faculty encourages the students oriented learning and

anytime available service even if they are aware from the campus. They can download their handouts and upload the assignments on or before the deadline and also they can check their assessment marks via LMS. Ragging act and students charter, guidelines for discipline instruct to protect the students from violence during the period of enrolment.

The faculty maintains the well-defined ethics and work norms for the staffs. And also duties and responsibilities are scheduled to the respective positions. The semester timetable is discussed with the staffs before it is finalized to avoid their workloads. The curriculum Development Committee (CDC) conducts regular meetings to discuss the new structure of the curriculum time to time with subjects' experts and other industrial team. The faculty recruits the academic staffs in accordance with SLQF and UGC recruitment circulars. The convocation schedule illustrates that the majority of the students pass out on time without delays. The teaching quality of the staff is measured by the students' feedback forms and suggestions are taken under consideration. The filed visit is also conducted by the lecturers to implement the theoretical aspects into practical scenario experienced by the students. The MOUs have been signed by the faculty with the collaboration of the institutions and foreign Universities for the higher studies and strengthen the linkages and also faculty invites the visiting lectures from other Universities to gain the different human capital to support the curriculum. The social and infrastructure facilities are given to the students for their wellbeing and financial, physical and mental assistance are also provided to make sure their safety and security not only in the campus premises but also in the hostel and they are full time monitored under the supervision of the sub warden and if any problems, they are inquired by the Marshall and Counsellors to protect them from unfavorable incidents. Their welfare is assured by the campus management to ensure the equality among all ethnic groups and also avoid the gender bias.

2. HUMAN AND PHYSICAL RESOURCES

Standard	Claim of the degree of internationalization of best practices and level of achievement of standards	Documentary evidence to support the claim	Code no of the documen
2.1 The staff of the Faculty/ Institute, in terms of the number, qualifications and competencies is adequate for designing, development and delivery of academic programmes, research and outreach.	The faculty has 22 permanent academic staff members: 6 PhDs and13 staff members with masters qualifications. The staff members have multidisciplinary academic expertise to run BBM degree program.	Cadre position of FBS Qualifications of academic staff (https://sites.google.com /vau.jfn.ac.lk) Faculty board minutes-160 IQAC/publications of staff online Complete profile of Academic Staff	142.HP/CP/FBS/2017 143.HP/QAS/Web-VC.a 143.HP/Minute-160/FBS/2018.b 144.HP/IQAC-PSO/web-VC 145.HP/Aca.Profile/FBS/2017
2.2 The	The faculty takes necessary steps to fill the cadres	Report on recent	146.HP/RRR/EB/2017

Faculty/Institute takes timely measures to ensure that its human resources profile is compatible with its needs and comparable with national and international norms.	on time	recruitments	
	Staff have their Ph.D.s locally and from abroad. The faculty staff members published their research work in various national and international journals. Staff members utilize publication grants to make their publications in indexed journals	Vacancies-Academic posts	147.HP/VAP/Web-FBS/2017
		Approval to advertise for the post of senior lecturer/ lecturer (prob)	148.HP/senate memo S-420-15.2/ EB/2017
		Appointment letters for the newly recruited staff	149.HP/AL-NRS/PF/DEM/2017
		Staff profile of faculty	150.HP/SHB/Pros/FBS/2016/17
		IQAC/Publications of staff/online	144.HP/IQAC-PSO/web-VC
		Research/publication Grants	151.HP/RPG/ PF/FBS/2017
2.3 The Faculty/Institute adopts and practices	Newly recruited staffs are encouraged to follow the Induction Program as soon as they get recruited.	Induction Program List	152.HP/IPL/UOJ/2017
		Training manual - 2017.	153.HP/TM/SDC-UOJ/2017

the policy requiring the new staff to undergo an induction programme offered by the University/HEI as soon as they are recruited; ensures that the induction training programme provides an awareness of their defined roles and duties, and imparts minimum knowledge and competencies required to perform the assigned tasks.	Requirements are clearly mentioned in the letters of appointment of probationary lecturers. Adherence to the training manual developed by HETC Induction program-UOJ. Staff members fulfill the requirements of academic advancement intime.	Appointment letters for the newly recruited staff Induction programme-2017 schedule modules Certificates awarded by the SDC Staff progress of fulfilling requirements	149.HP/AL-NRS/PF/DEM/2017 77.PM/CPD/UOJ/2017 154.HP/Certificates-SDC/UOJ/2016 155.HP/Staff progress/FBS/2017
2.4 The Faculty/Institute ensures that the capacity of all staff is continuously upgraded and enhanced through	Continuous Professional Development (CPD) programs are regularly conducted by the Staff Development Centre (SDC) to enhance the capacity of faculty staff. Staff are trained to utilize learning management	Details of trainingprogrammes conducted by the SDC SDC Invitations displayed on notice	156.HP/DTP/SDC/2017 157.HP/NB/SDC/2015/16

provision of in-service, continuing professional development (CPD) programmes; impact of CPD programmes are monitored, and remedial action taken as and when required.	system for teaching	board	
	Staff adopts peer evaluation system for improving teaching methods.	Request letters	158.HP/RL/SDC/2017
		Summary report for incorporating ICT Components into curriculum.	159.HP/ICT-SR/ EB /2014
		LMS implementation training letters	57.PM/LMSW/FBS/2013.a
		Staff details for LMS Application	57.PM/LMSW/FBS/2013.b
		Peer Evaluation Form Peer Evaluation Report of lecturers	75.PM/Evaluation/IQAC 76.PM/Evaluation Report/IQAC
		Needs Analysis Report of SDC	160.HP/Needs Analysis/SDC

2.5 The Faculty ensures the availability of adequate and well maintained infrastructure facilities for administration, teaching and learning.	The Faculty takes necessary steps to increase the infrastructure facilities to run the degree program in an efficient and effective manner.	Board of Survey report of FBS 31/12/2016	161.HP/BOSR/FBS/2016
	Infrastructure for LMS has been created	Semester timetable	162.HP/ST/FBS/2017
	Students actively use the internet lab facilities.	Building plans-FBS	163.HP/BP/FBS/2017
	SEC provides facilities to encourage students and staff research activities	Minutes of the project progress review meeting	164.HP/minute-1/ MU /2017
		Faculty Board minutes	95.PM/Minute-153/FBS/2017 13.PM/Minute-155/API/FBS/2017 165.HP/Minute-159/FBS/2017
		Evidence for expansion of infrastructure facilities (construction of Three Storied Building for Library)	166.HP/NP-HRD-HE-PP-16,17/EB/2017
		Capacity of Physical Resources	167.HP/Capacity.PR/FBS/2017
		Students in/out details -	

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		Internet Lab.	168.HP/SIOD-IL/FBS/2017
		Establishment of CMIC	169.HP/CMIC/FBS/2017
		CSE Data library	170.HP/CSE-DL/FBS/2017
		Physical existence of resources provided by SEC	171.HP/PR-SEC/FBS/2017
		Photographic evidence	172.HP/photo/SEC-PR
2.6 The Faculty/Institute that offers professional or honors study programmes, has put in place the required specialized training facilities such as clinical training	The Faculty offers four BBM honors degree programs and a new degree program of BBM in Project Management. Students undergo a six-month internship program to complete their degree program. Internship record is continuously monitored by the industry cell coordinator and Record book	Faculty prospectus - 2015/2016. Internship Training Diary. Internship guidelines. Internship evaluation	6.PM/SHB/Pros/FBS/2015/16 150.HP/SHB/Pros/FBS/2016/17 104.PM/ITD&PRR/DEM/2017161. 173.HP/IG/DEM/2017 174.HP/IEMS/DAF/2017

facilities, engineering workshops, science laboratories, field training stations, etc.	assessed and marked by staff members. Students go on field visits to gain practical exposure.	marking scheme Internship diary evaluation marks Program schedule of field visit Field visit report Workshops -CGU	 175.HP/IDEM/DAF/2017 106.PM/PSFV/DEM/2017 107.PM/FVR/DEM/2017 176.HP/WS/CGU/2016,2015
2.7 The staff is provided with required training in outcome based education & student centered learning approach (OBE-SCL) and the staff is provided with teaching & training facilities to implement OBE-SCL.	The staffs are trained through induction and CPD programs by SDC. The staff are provided with adequate facilities such as desktops, Laptops and Wi-Fi facilities. The faculty gets the feedback from students when they exit from the university. SDC ensures the satisfaction level of workshops from staffs	Staff followed induction program List of staff development programs Workshop evaluation forms - SDC. Certificate of Participation on OBE	152.HP/IPL/UOJ/2017 156.HP/DTP/SDC/2017 177.HP/WE/SDC/2017 178.HP/Certi-OBE/DAF/2017

	Peer evaluation and Students feedback motivate SCL	ICT facilities details list	179.HP/ICTFDL/DEM/2017
		Internet usage Report	180.HP/IUR/FBS/2017
		Exit Graduate Feedback Form and report	181.HP/EGFSR/IQAC/2017
		Peer evaluation form.	75.PM/Evaluation/IQAC
		Evaluation of course unit by students.	76.PM/Evaluation Report/IQAC
2.8 The Faculty/ Institute has ensured student access to a well-resourced library facility; it is networked and holds up to date print and electronic forms of	A library is equipped with sufficient resources at the main Campus premises. Students and staffs actively use library resources Books in relevant disciplines are updated regularly by the librarian.	Inventory of Library physical and reading resources, E-resources catalogue and Accessibility Students' ticket details	182.HP/LR-physical/Lib.a 182. HP/LR-reading /Lib.b 183.HP/E-Catelog/VC

titles, coupled with other facilities such as reprography, internet, inter-library loan etc., and provides a user-friendly service.	Integrated Library Management System is in practice.	Staff usage report of library	184.HP/STD/Lib/2017
		Librarian Request Letter Head of the Department Books Request letter	185.HP/SUR/Lib/2017 186.HP/LRL/Lib/2017:2018.a 186.HP/HOD-BRL/DAF/2014:2015.b
			186.HP/HOD-BRL/DEL/2017.c
		Campus Board memo / Budget for ACLM and ILMS	
			187.HP/ACLM/2016.a 187.HP/ILMS/2013.b
		Training for Library Staff	
			188.HP/TLS/Lib/2014
		Operation of Library Server	
			189.HP/OLS/Lib/2014
		Real IP and Domain Name Registration for Library	190.HP/Real IP/Lib/2014
2.9 The Faculty/Institute ensures the availability	Students are provided with lab facility with internet connectivity consisting of twenty computers.	Photographic Evidence-Internet Lab Facility	191.HP/photo-ILF/FBS

		Photographic Evidence-Application Software	192.HP/photo/AS
ICT facilities and technical assistance to provide adequate opportunities for students to acquire ICT skills	The faculty maintains a lab consisting 100 PCs for teaching and learning purposes.		
		Appointment letter for TO	193.HP/AL-TO/FBS.a
	Faculty maintains computer assisted language learning lab with 20Pcs.	Appointment letter for LA	193.HP/AL-LA/FBS/2015.b
	Almost all the PCs are powered by Windows 10 ™ along with recent application software.	Supervision and invigilation time table	26.PM/ET/EX/2017
	Technical officer and lab attendant serve the staff and students.		
2.10 The Faculty ensures the students are provided with guidance in learning and use of English as a Second Language (ESL) in their academic work through a well-resourced English	The ELTU was promoted as Department of ELT under the FBS in 2017.	DELT Proposal to UGC	194.HP/Proposal-DELT/ DELT/2016
	The DELT (former ELTU) functions with two senior academics and six temporary academic support staff.	DELT Gazette Notification	195.HP/GAZETTE/DELT/2017
		Staff profile of DELT	150.HP/SHB/Pros/FBS/2016/17
	Proficiency in English is conducted for four semesters.	Group name lists of the students	196.HP/GNL/DELT/2017

		Recordings in CD	197.HP/CD/DELT/2017
Language Teaching Unit (ELTU) or English LanguageTeaching Unit (ELTU) or English Language Training Cell (ELTC).	Students are grouped and oral presentations conducted and recorded in order to self-evaluate and for improvement.	Photographic evidence-CALL	198.HP/photo-CALL/DELT.a
		Time table for CALL	198.HP/TT-CALL/DELT/2016.b
	Computer Assisted Language Learning Lab facilities are available for students for collaborative learning through software.	Field observation letters	199.HP/FOL/DELT/2017.a
		Instructions for field observations	199.HP/IFV/DELT/2017.b
	Students undergo field observation.	Field observation reports	199.HP/FOR/DELT/2017.c
	DELT facilitates conducting UTEL examinations.	Assignment marks for field observation	199.HP/FOAM/DELT/2017.d
	Students are encouraged to participate in drama competition and workshops.	Semester plan of DELT	200.HP/SP/DELT/2017
		UTEL exam passed students name list	201.HP/UTEL-EPSNL/DELT/2014/15
		Certificates issued by HETC	202.HP/Certificates-HETC/2014/15

		A workshop by English Language Fellow USA	203.HP/WELF/DELT/2017
		Inter batch drama competition	204.HP/IBDC/CBM/2017
		Certificates issued for students-Drama Competition	205.HP/Certificates-IBDC/DELT/2016
2.11 The Faculty/Institute ensures the students are provided with adequate training on 'soft skills'/'life skills'; it is addressed through the core curriculum as well as through tailor-made programmes offered by the Career Guidance Unit (CGU)	The curriculum of the faculty's degree program is designed to provide adequate training to students via two subjects named Language for IntegrationCareer Guidance and Soft Skills Development The core course units include softskills development practices includes students' presentations, group activities, case studies, mind mapping, problem based analysis—etc Social harmony and active citizenship course unit is offered to the students.	Revised Curriculum Continues Assessment Marks Exit Graduate Feedback Formand report Invitations participation details	38.PM/CUS/BBM/FBS/2017.a 206.HP/CAM/DEM/2017 181.HP/EGFSR/IQAC/2017 207.HP/Invitations/CGU/2015 208.HP/PD/CGU/2015;2016

of the University.		Acknowledgement to resource person	209.HP/ARP/CGU/2016
	Faculty gets feedback from students regarding their skills developments.		
		Certificate awarded for students for participation in the life skill training programme	210.HP/Certi-LSTP/FBS/2014
	Workshops are conducted by Career Guidance Unit to enhance students'soft skills and lifeskills.		
	The Soft skill development committee organized many events.	Talent show	211.HP/TS/SSDC/2014
		Students participation in competitions	212.HP/SP/SSDC/2014
		Competition results	213.HP/CR/SSDC/2014
		Certificates awarded for students	214.HP/Certi-FOBS/SSDC
		Graduate profile	215.HP/GP/FBS
		Newsletter	216.HP/News Letter/VC/2016a
			216.HP/News Letter/VC/2017b

		Students attendance list-UOJ	217.HP/CG-attendance/CGU/2017
2.12 The Faculty/Institute encourages students to engage in multicultural programmes to promote harmony and cohesion among students of diverse ethnic and cultural backgrounds.	The faculty encourages the multi-cultural activities and the following programs are organized by the students: Thaipongal Navarathri Pooja Pirith chanting New year function Light festival Ifthar Refreshment for the lantern walk We are going and going down parties FOBS Week	Newsletter Invitations-Multi Cultural Activities Permission letters to conduct multi-cultural activities	216.HP/News Letter/VC/2016a 216.HP/News Letter/VC/2017b 218.HP/invitations-MCA/SSDC/2016/17 127.PM/RPL-CE/FBS/2017

Summary

Academic programs are conducted by competent people those who are expertise in various disciplines. The Faculty is running with five Ph.D. scholars from different disciplines. Cadres are regularly being filled. The Faculty encourages staff members to do their Ph.D.s abroad to keep the quality of staff on par with that of international standards. As far as new recruitments are concerned, staff are insisted by the Dean and relevant Heads to finish their Induction Program on time to assure that one of the requirements for getting confirmed in the service is fulfilled. SDC is actively functioning and conducting workshops and seminars to enhance the capacity of Faculty staff and

students as well. Further, the capacity of staff is continuously upgraded via the performance evaluation by peer lecturers.The Faculty is equipped with the required infrastructure facilities so as to run the degree programs in a more robust way. Further, students actively use the internet lab facilities. The Faculty recognized that cloud learning is of utmost importance and took necessary steps to improve the learning experience of students via implementing LMS for almost all the batches. At present, the Faculty offers five BBM specialization degree programs with a recently launched degree program named BBM in Project Management. Students have to undergo an internship program consisting a period of six months in their final year so as to successfully finish their degree program.

The staff are provided with a wide array of facilities ranging from desktops, laptops, Wi-Fi and external hard drives. In addition, the Faculty gets the feedback from students through "Graduate Exit Survey" to get to know areas where the Faculty lacks and excels in. Students are provided with library facilities in the main Campus premises and the books in relevant disciplines are updated regularly to deliver the most recent knowledge. A separate internet lab facility is available for the students consisting of twenty computers. Almost all the PCs are powered by Windows 10 ™ along with the recent application software. The English Language Teaching Unit (ELTU) is functioning with two senior academics and the unit has now been changed as Department of English Language Teaching (DELT) with the gazette notification in December 2017. The Faculty ensures that the students are provided with enough training on soft skills through offering two subjects named Language for Integration and Career Guidance and Soft Skills Development. Promoting multi-cultural activities is imperative in a University where the students are from multi-ethnic groups. The Faculty encourages the students to have multi-cultural activities to promote harmony and cohesion among the students.

3. PROGRAM 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 document
3.1. Programme is developed collaboratively in a participatory manner through a curriculum development committee or equivalent body of the faculty.	The faculty comprises a curriculum development committee with adequate experts in the relevant disciplines to revise the existing curriculum and oversee the new curriculum development. The faculty has ad hoc curriculum development committees to design and develop the new degree programs. They comprise all the stakeholders including students, academics, and professionals- internal, external, national and international.	Course units and structure of the Bachelor of Business Management (BBM) honours, and BBM in Project management degree program. Revision of the curriculum of BBM honours degree program and BBM in Project Management. Minutes of the curriculum development committee. Curriculum Development Workshop Report	6.PM/SHB/Pros/FBS/2015/16(P 25-P53) 38.PM/CUS/BBM/FBS/2017a 38.PM/CUS/BPM/FBS/2017b 219.PDD/Min/CDC/2013,2014,2 015,2016,2017

		Stakeholders Participation-Workshop on BBM curriculum revision	220.PDD/Report.CDW/2013/2017
			221.PDD/STH/Participation/FBS
		Minute of the Senate stating the composition of curriculum revision committee.	
			222.PDD/Min/UJ/CEC/2017
		Organization chart of the faculty.	
			2.PM/Org/web/FB
		Appointment letters of curriculum development committee members.	223.PDD/AppointmentLetter/CDC/2014
3.2 The faculty/ Institute ensures external stakeholders participation at key stage of programme planning, design and development and	The faculty curriculum development committee comprises the experts from local and international.	Curriculum revision committee meeting minutes.	224.PDD/Min/CRC/2013,2014,2017
		Composition of members in the committees and Workshops Attendance Sheet	225.PDD/CDC.Mem/ WSAtten 2014,2017

		External Members comments	226.PDD/Ex.Comt/a
		External members review reports	226.PDD/Ex.RR/b
3.3 Programme design process incorporates the feedback from employer/ professional satisfaction survey.	Curriculum revision is done as per the recommendation of the subject review team of the QAA council. Curriculum development team comprises the professionals and employers and their comments incorporated in the curriculum development.	Subject Review Reports of QAA Action taken based on subject review report Composition of members in the committees. Feedback from the professionals about the curriculum.	86.PM/SRR/DEM/2017.a 86.PM/SRR/DAF/2017.b 227.PDD/CURR/Rev/FBS/2008 225.PDD/CDC.Mem/ WSAtten 2014,2017 228.PDD/FDBK/BPM/FBS/2017
3.4 Programme conforms to the mission, goals and objectives of the institutions: national needs, and reflect global	The degree programme has been structured based on the strategic plan of the Campusand the faculty which fulfills the objectives andnational and global trends.	Strategic management plan 2014-2018 Action plan for 2016- Faculty of Business Studies.	229.PDD/SMP/VC/2014-2018 10.PM/SMP/VC/2016-2020 7.PM/AP/FBS/2016-2020

trends and current knowledge and practice.	Curriculum revision adopts the country sustainable development goals, higher education policies and current practices.	Vision and Mission of Faculty of Business Studies.	6.PM/SHB/Pros/FBS/2015/16(P. 4.9,14)
		Vision and Mission of Department of Economics and Management and Department of Finance and Accounting.	
		Curriculum development committee minutes.	219.PDD/Min/CDC/2013,2014,2 015,2016,2017
		Sustainable Development Goals	230.PDD/SDG/SL/2018
		Programme Specifications	6.PM/SHB/Pros/FBS/2015/16
		Higher Education Policy	231.PDD/HEP/SL/2018
		Curriculum/ consists of Internship and Dissertation	38.PM/CUS/BBM/FBS/2017
		Evidence of presentation at QAA made by the Dean regarding salient features of the respective degree programme	232.PDD/QAAC/WS/CQFC&M /2009
		Dean's comments on SBS on management	

		Letters from Dean to relevant Heads regarding the curriculum plan and supportive documents for the course units in the curriculum.	233.PDD/QAAC/SBS/Mgt/FBS/ Comt/2009

234.PDD/CP/Lett/ FBS/2017 |
| 3.5 Programme design complies with the Sri Lanka qualifications frame work (SLQF), and is guided by other reference points such as Subject Benchmark statements(SBS), and requirements of relevant professional bodies. | Degree programme has been developed based on the SLQF/SBS standards and the professional bodies such as SLIM, CIM, CIMA/CMA and ACCA. | Extract minutes of the 332nd senate regarding the approval of BBM revised curriculum

MOU with SLIM, CMASL

Exemption subjects for marketing students in CIM and SLIM.

SLQF, SBS workshop documents.

New course unitsincorporated | 235.PDD/Min/Senate332/2008

101.PM/MOU/SLIM/FBS/2016 236.PDD/MOU/CMASL/FBS/20 16

237.PDD/Exemption.CIM, SLIM/2018

238.PDD/Workshop let/FBS/2008,2009 |

		such as E-Commerce, Brand Management, Digital Marketing, Seminars in Marketing---etc	38.PM/CUS/BBM/FBS/2017 (P.1-6)
		Evidence for following SLQF/SBS norms	239.PDD/SHB/Pros/FBS/2016-2017(Sec.7.O)
3.6 Programme design and development procedures include specific details relating to entry and exit pathways including fallback options; Intended Learning Outcomes (ILOs); qualification levels criteria, and qualification type descriptors; teaching, learning and assessment processes to enable	The faculty has been regularizing the programme structure with course objectives and intended learning outcomes (ILO's) as per the SLQF and SBS requirements.	Minutes of the faculty board regarding curriculum revision.	240.PDD/Min/FB/120,121,129,130,133,142,145,151, 152
		Structure of the degree programme including criteria for specialization.	6.PM/SHB/Pros/FBS/2015/16(P.19-29)
		Minutes of the curriculum development committee.	219.PDD/Min/CDC/2013,2014,2015,2016, 2017
		Minutes of the curriculum evaluation committee.	241.PDD/Min/CEC/2015,2016
		Lesson plans for the subjects.	37.PM/CULP/DFA.a 37.PM/CULP/DEM.b

achievement of ILOs that are congruent with the programme mission and goals; alignment with external reference points such as SLQF, and SBS.		Graduate Profile. Prospectus BBM and BBM in Project Management.	215.HP/GP/FBS/2017 6.PM/SHB/Pros/FBS/2015/16(P. 25-41 and 46-50)
3.7 Faculty/Institute uses graduate profile as the foundation for developing learning outcomes at the levels of programme, course/modules.	The faculty uses the graduate profile for the development of ILOs for each course unit on par with the course contents and blooms taxonomy.	Faculty hand book: Under section six "Programme and curricula." ILOs and Course contents for different honours degree program. Graduate Profile Course Unit Lesson Plan Course Module	6.PM/SHB/Pros/FBS/2015/16(P. 21-53) 38.PM/CUS/BBM/FBS/2017 (P.3,4&5) 215.HP/GP/FBS/2017 37.PM/CULP/DFA.a 37.PM//CULP/DEM.b 37.PM//CULP/DEM.b 242.PDD/Couse Module/FBS
3.8 ILOs of study	The faculty has developed and regularized the	ILOs of degree programmes	6.PM/SHB/Pros/FBS/2015/16(Se

programmes are realistic, deliverable and feasible to achieve.	ILOs for each course unit in the 'SMART' way.	Students Feedback form and report.	c.6.3) 84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b
		Comments of the subject external stakeholders.	243.PDD/FBS/Comt/Sub.Exp
		Action Plan of the department.	9.PM/AP/DEM/2018
		Students Assessment methods (Formative and Summative)	244.PDD/LM/ASS/FBS/2013,2016,2017
3.9 The Faculty adopts an Outcome Based Education (OBE) where programme outcomes are clearly aligned with the course/module outcomes; and the teaching and learning activities and	The faculty adopts new teaching and learning methodologies such as OBE and SCL in order to enhance the quality of the degree programme and produce employable graduates.	Degree Curriculum	38.PM/CUS/BBM/FBS/2017
		Lesson Plan	37.PM/CULP/DFA.a 37.PM//CULP/DEM.b 37.PM//CULP/DEM.c
	The faculty applies multiple teaching and learning methods such as group discussion, case study analysis, role play, debate, field visits, field surveys, LMS and presentations.	Assessment evidence for using multiple teach/learning methods	244.PDD/LM/LMS/FBS/2017 244.PDD/LM/e'L/ FBS/2017 244.PDD/LM/ASS/FBS/2013,2016,2017

assessment strategy are aligned with the learning outcomes of each course (constructive alignment).		One- to- one interview for students in Career Guidance. Students' feedback. Internship Document Dissertation Action Plan of the Faculty Action Plan of the Department	244.PDD/LM/FV/ FBS /2017 245.PDD/LM/ASS/CG/IN/ FBS/2012-2016 84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017 246.PDD/List/STD/INT/Report/ FBS/2014-2017 247.PDD/Desert/FBS2017 7.PM/AP/FBS/2016-2020 9.PM/AP/DEM/2018
3.10 The programme design accommodates supplementary courses such as vocational, professional, semi-professional, inter-disciplinary	The degree programme has incorporated the supplementary course units of social harmony and active citizenship, basic science, career guidance and soft skills development, Language for integration, Proficiency in English --etc	The student hand book Guest and visiting lecturers from Industries and other Universities.	248.PDD/SHB/Pros/FBS/2011-2012,2013-2014, 2008-2010,2012-2013,2015-2016 249.PDD/Appointment Letters(VisLect)/FBS/2017

		Supplementary course units Social harmony and Active citizen ship, Career Guidance and soft skills developments, Basic Science.	250.PM/SHB/Pros/FBS/2016/17(P.38-55)
3.11 Issues of gender, cultural and social diversity, equity, social justice, ethical values and sustainability are integrated into the curriculum, where relevant.	The programhas courses units such as occupationalpsychology, work place diversity, and consumer behavior, which highlight the gender, cultural and ethical values. Faculty has developed a new honours degree programme in project management which incorporated the new course unitssuch as Social Harmony and Active Citizenship, and language for integration. .	The students' handbook University Calendar and Committee for University calendar preparation. Course contents of Social Harmony and active citizenship, Work place diversity, occupational psychology and Language for integration Campus News letters	6.PM/SHB/Pros/FBS/2015/16(P. 23-53) 251.PDD/Com/Cal/FBS/2016 250.PM/SHB/Pros/FBS/2016/17(P.38-55) 216.HP/NewsLetter/VC/2016a 216.HP/News Letter/VC/2017b

		Celebrating Cultural events such as Thai Pongal, Vesak, Tamil Sinhala New year, Kavibana, Ifthar celebrations, Saraswathypooja, Light festival andFOBS week.	127.PM/RPL-CE/FBS/2017 218.HP/invitations_MCA/SSDC/2016/2017
3.12 Programme is logically structured and consists of a coherent set of courses/modules while allowing flexibility in students' choices of courses /modules.	The BBM curriculum has been designed offering four honours degree programs. The students have the choices to select the preferred honours degree while fulfilling the requirements. The students have the options to select preferred course units within the respective honours degree programs.	The handbook/prospectus University calendar List of Electives for different honours degree programs. Feedback on the choice of the courses Exit option for Studentsat SLQF Level 5.	6.PM/SHB/Pros/FBS/2015/16(P. 25-28) 251.PDD /Com/Cal/2016 252.PDD/SHB/Pros/FBS/2016-2017 (p.34-37) 253.PDD/STE/SPL/FEED/ FBS/2017 6.PM/SHB/Pros/FBS/2015/16
3.13 Curriculum promotes progression so	The curriculum is designed by the faculty in order to fulfill the demands of the current and	Students' Handbook	6.PM/SHB/Pros/FBS/2015/16

that the demands on the student in intellectual challenge, skills, knowledge, conceptualization and learning autonomy increases.	potential labour market. Conceptualization and learning autonomy are developed through the course units and teaching methods: Project Study, Dissertation, Case Study, Capstone project, Field report --etc	Course units which increase conceptualizationand learning autonomy Curriculum revision takes place in regular basis. Students' feedback. Question papers with case studies, MCQs. Graduate Profile.	252.PDD/SHB/Pros/FBS/2016-2017 254.PDD/VC/FBS/SHB/2008-2010,2011-2016,2017 84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017 255.PDD/Qu.Paper/2017,2018 215.HP/GP/FBS/2017
3.14 The study programme has clearly defined appropriate measurable process indicators and outcome based performance indicators which are	The assessment methods are clearly defined in the curriculum: course units' credits coverage and GPA for awarding classes and program objectives and graduates profile.	GPA System. List of graduands for honours and general degree.	6.PM/SHB/Pros/FBS/2015/16 28.PM/PSR/FBS/2013-a 28.PM/PSR/FBS/2013-b 28.PM/PSR/FBS/2013-c

		Employment history of graduates.	256.PDD/List/EMP/ FBS/2005/2006-2007/2008
		Graduates followed post graduate programmes.	257.PDD/List/GRAD/PG/2 FBS/014-2017
		Internship document	246.PDD/Doc/STD/INT/FBS/ 2014-2017
		Lesson Plan.	37.PM/CULP/DFA.a 37.PM//CULP/DEM.b
		Graduate Exit survey.	181.HP/EGFSR/IQAC/2017
		Degree Completion and Dropout rates report	258.PDD/DRR/FBS
3.15 The academic standards of the programme with respect to its awards and qualifications are appropriate to the level	The curriculum has been regularly revised based on the SBS and SLQF standard requirements.	Revision of curriculum based on SLQF and SBS.	36.PM/CUS/BBM/FBS/2017
		Determinations of awarding degrees based on SLQF.	239.PDD/SHB/Pros/FBS/2016- 2017(Sec.7.O)

		SLQF Manual.	81.PM/SLQF/IQAC/2015
		SBS Manual	233.PDD/QAAC/SBS/Mgt/FBS/Comt/2009
		Meeting Report of discussion regarding curriculum development based on SLQF.	259.PDD/MeetingReport/CD/SLQF/2017
3.16 Faculty ensures that programme approval decision is taken after full consideration of design principles, academic standards, and appropriateness of the learning opportunities available, monitoring and review arrangements and content of the	The faculty follows a proper mechanism in curriculum design, development and finalizing the correct syllabi for the entire degree programme as per the standards and requirements through proper channel (Curriculum development committee, faculty board, campus board, curriculum evaluation committee at the University, senate and the council.	Curriculum Development Committee (CDC) approval in the faculty board, senate and council. Meeting Minute of the CDC Faculty board recommendation of curriculum revision/development Minutes of the curriculum	260.PDD/CDC/Aprovel/2014 219.PDD/Min/CDC/2013,2014,2015,2016,2017 261.PDD/FB/FBS/VC/UJ/156/3 261.PDD/FB/FBS/VC/UJ/157/3 261.PDD/FB/FBS/VC/UJ/154/3 261.PDD/FB/FBS/VC/UJ/154/4 261.PDD/FB/BS/VC/UJ/155/3

		evaluation committee at the University level.	222.PDD/Min/UJ/CEC/2017
programme specification.		Senate approval	235.PDD/Min/Senate332/2008
		Council Approval	262.PDD/Council Appr./2017
		CDC in organogram	2.PM/Org/web/FBS
		Final Curriculum Report	38.PM/CUS/BBM/FBS/2017
3.17 The principles to be considered when programmes are designed and developed (balance of the programme; award and titles; resources available to support the programme) are documented and communicated to all concerned in the programme design.	The faculty follows SLQF and SBS as the guidelines and disseminate the principles to the CDC members and staff in general.	Minutes of the Curriculum development committee meeting.	219.PDD/Min/CDC/2017
	The handbook clearly explains the whole program structure, human and physical resources of the faculty.	Guidelines for Outline of course structure/ Units.	6.PM/SHB/Pros/FBS/2015/16(P. 31-36)
		Staff feedback on programme design.	263.PDD/CURR(Rev)/Doc/Sugg estion/ FBS/2017
		Human Resource allocation for honours degree programs	149.HP/AL_NRS/PF/DEM/2017
			264.PDD/Prop/UGC/FBS

		Proposal sent to UGC	
			265.PDD/Prog.Temp/PDD/U/GC
		UGC template for program design and development	
3.18 The Faculty/Institute ensures that appropriate ILOs are clearly identified for work based placement/Industrial Training/ Internship and informs students of their specific responsibilities relating to the above.	The faculty has incorporated the appropriate ILOs in the course units and providing necessary guidelines to the students for their internship/industrial training.	Course units offered in the degree programme.	6.PM/SHB/Pros/FBS/2015/16
		Students internship supportive documents/letters	246.PDD/Doc/STD/INT/ FBS/2014-2017
		Internship diary	104.PM/ITD&PRR/DEM/2017
		Internship report with ILOs.	266.PDD/List/STD/INT/Report/ FBS/2014-2017
		List of Institutions where students go for internships	267.PDD/LOI/Int/FBS/
		Faculty and Department meeting minutes discussed about internship	268.PDD/Minute/DEM/FBS/201 7
3.19 Programme design and development	The faculty has been taking continues efforts to promote and produce high quality graduates by	The Students' Handbook	6.PM/SHB/Pros/FBS/2015/16

integrates appropriate learning strategies for the development of self-directed learning, collaborative learning, creative and critical thinking, lifelong learning, interpersonal communication and teamwork into the courses.	incorporating various course units and assessment methods which enhance the creativity interpersonal skills team work, communication skills—etc.	Minutes of the programme development committee.	219.PDD/Minutes/CDC/2013, 2017
		Student feedback evaluation Overall degree evaluation	85.PM/SFR/FBS/2017
		Programme revision justifications.	269.PDD/CURR(Rev)/Just.Doc/ FBS /2008-10, 2011-16
		LMS	244.PDD/LM/LMS/ FBS/2017
		Capstone Project Field visit report.	38.PM/CUS/BPM/FBS/2017 244.PDD/LM/FV//FBS/2017
		Group assignment and presentation.	244.PDD/LM/ASS/FBS/2013,20 16,2017
		Dissertation.	.PDD/Dissert/ FBS/2017
		Project Study.	270.PDD/Project Study/FBS/2017
		Lesson Plan	37.PM/CULP/DFA.a 37.PM//CULP/DEM.b

3.20 The Faculty's /Institute's IQAC adopts internal monitoring strategies and effective processes to evaluate, review, and improve the Programme design and development, and approval processes.	The IQAC of the faculty organizes regular meetings to evaluate, review and develop the programme in the followingaspects. • Students feedback. • Peer evaluation. • Evaluation of moderator's comments. • Evaluation of marking examiners. • Graduate Exit Survey • Overall programme evaluation. Further, the IQAC has prepared the action plan accommodating the feedback from the above and discuss in the regular meetings.	Minutes of the IQAC Action Plan of IQAC. Students feedback form Students feedback Report Peer evaluation form Peer evaluation Report Moderators and Second Markers Evaluation Form Graduate Exit Survey	271.PDDMin//IQAC/FBS/1-4 8.PM/AP/IQAC/2017-2018 84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b 75.PM/Evaluation/IQAC 76.PM/Evaluation Report/IQAC 272.PDD/MC/FBS/2017 181.HP/EGFSR/IQAC/2017
3.21 Programmes are monitored routinely (in an agreed cycle) to ensure that programmes remain current and valid in the light of developing knowledge in the discipline, and	The facultycurriculum revision committee revises its curriculum in regular basisin par with national and global requirements and enhances the knowledge in different disciplines.	The Students' handbook/ prospectus Appointment of Curriculum Development Committee Curriculum revision documents.	6.PM/SHB/Pros/FBS/2015/16 223.PDD/Appointment Letter/CDC/2014 38.PM/CUS/BBM/FBS/2017a

practice in its application.		Composite report on subject review by QAA council and the feedback from the review panel.	273.PDD/SR.Report/ FBS/2009
		Faculty Board Minutes	261.PDD/FB/FBS/VC/UJ/156/3 261.PDD/FB/FBS/VC/UJ/157/3 261.PDD/FB/FBS/VC/UJ/154/3a 261.PDD/FB/FBS/VC/UJ/154/4b 261.PDD/FB/BS/VC/UJ/155/3
3.22 Faculty/Institute uses the outcomes of programme monitoring and review to foster ongoing design and development of the curriculum.	The faculty regularly conducts curriculum development meeting and considers this as an agenda item in each faculty board for continuous development. Graduates exit-survey takes place in order to get the opinions from the graduates on how to improve the quality of the degree program.	Curriculum revision document based on the workshop conducted by UGC regarding the programme development. Faculty Board Minutes Department Minutes	38.PM/CUS/BBM/FBS/2017a 38.PM/CUS/BBM/FBS/2017b 261.PDD/FB/FBS/VC/UJ/156/3 261.PDD/FB/FBS/VC/UJ/157/3 261.PDD/FB/FBS/VC/UJ/154/3a 261.PDD/FB/FBS/VC/UJ/154/4b 261.PDD/FB/BS/VC/UJ/155/3 20.PM/Minute-27/DEM/2017

		IQAC Minutes	71.PDDMin//IQAC/FBS /1-4
		CDC Minutes	219.PDD/Min/CDC/2013,2014,2015,2016,2017
		Graduate Exit Survey Report	165.HP/EGFSR/IQAC/2017
3.23 The Faculty/Institute annually collects and records information about students' destination after graduation and uses it for continuous improvement of the programme.	The faculty has its interaction with the graduates and their working places for further development and to improve the quality of education to meet the employer's requirements. Campus created Alumni Association and maintains Alumni web link to update the graduates information.	E-mail correspondence with the graduates. Graduate employment history. Post Graduate follower's details. Alumni Web link	274.PDD/EC with Grad/FBS 256.PDD/FBS/List/EMP/2005/2006-2007/2008 257.PDD/FBS/List/GRAD/PG/2014-2017 275.PDD/Alumni/Web/FBS
3.24 The effectiveness of the provision for students with disabilities is evaluated and opportunities for enhancement identified.	The faculty did not have the enrollment of the students with disabilities. However, the campus appointed and trained the students counselors to mentor the students in psychological welfare.	Senior Student counsellor and other student counsellors have been appointed forhandling and guiding the students with disabilities. New Building is constructed to	130.PM/AL/SC/WO/2017 131.PM/AL/SSC/WO/2017 141.PM/DPLH/FBS

		cater the students with disabilities students. One to one interview.	245.PDD/LM/ASS/CG/IN/ FBS/2012-2016

Summary

The Faculty of Business Studies has been offering different degree programmes for different periods of time since 1997. It initially introduced the three-year degree program of Bachelor of Accountancy and Finance. Later, it offered a Bachelor of Business Administration degree with two specializations: Management Studies and Accountancy& Finance. During the course of time, due to the need of a special degree, the faculty gave an option for students who had successfully completed thedegree to follow one more year in relevant specialization and awarded the Special degree in Bachelor of Business Management. All these programmes followed the credit system. Later, all the faculties of National Universities were requested to follow GPA system instead of credit system. Then the faculty revised its curriculum in 2003 by incorporating the new system and introduced the Bachelor of Business Management degree by offering three specializations- Accounting& Finance, Marketing Management and Business Economics. The curriculum development committee had been actively involved to accommodate the above revisions.

Based on the Strategic Plan of the Campus and the Faculty, new degree programme had been introduced as per the demand of the job market. Further, the faculty regularized its curriculum then and there as per the standards of SLQF and SBS. In March 2007, the Subject Review teams visited the two departments of the faculty for review and the review teams submitted reports with positive comments and appreciations, even though, the faculty had lack of physical and human resources. As per the recommendation made by the teams, the faculty revised its curriculum and incorporated certain course units as per the current trend of the job market. The faculty considered in its revised curriculumwhich was presented by the Dean in 2009 at the Credit and Qualification Framework workshop organized by the QAA Council by incorporating the SBS-Management standards. The salient features of this curriculum had different exit points, more related course units for professional courses like CIMA, CMASL and SLIM and one full semester has been exclusively allocated for Students' Internship.

In addition, the faculty has a Curriculum Development Committee by accommodating experts in different disciplines internally as well as externally to mould a successful curriculum on a regular basis as per the SLQF recommendations. The faculty follows a proper channel to place the curricula in the Faculty Board, Campus Board, and Curriculum Evaluation Committee of the University, Senate and the Council for approval. The first undergraduate degree program in Project Management was ever introduced in Sri Lankan universities by the faculty is another success of the curriculum development committee.The faculty has been following the Quality Assurance practices since 2005 by having an Internal Quality Assurance Unit (IQAU)at the university level, represented by a member of each faculty. Currently, the Internal Quality Assurance Cell(IQAC) has been formed in each faculty and it organizes regular meetings in order to implement the best practices within the faculty.The IQAC contributes in developing, organizing and conducting the Students' feedback, Peer evaluation and Students centered learning, LMS, Presentations, Group discussions, Field visits, Debate and Role play. Though the faculty has limited academics, it has produced many graduates who excel in their professions in many organizations and pursue their postgraduate degrees.

4. COURSE/ MODULE DESIGN AND DEVELOPMENT

Standard	Claim of the degree of internationalization of Best Practices and level of achievement of Standards	DocumentaryEvidence to Support the Claim	Code No. of the Document
4.1 Course design and development is by a course team with the involvement of internal and external subject experts, and each member is made aware of his/her respective roles and responsibilities.	The faculty has permanent Curriculum Revision Committee (CRC) and ad-hoc Curriculum Development Committee (CDC). The CDC consists of internal, external, national and international experts. The existing program is revised on regular basis by CRC. The new curriculums are developed by CDC.	Curriculum Development Committee (CDC) Minutes Curriculum Revision Committee (CRC) Workshop for BBM Minutes of Curriculum Revision/Development Workshop Minutes of the Faculty Board regarding Curriculum Revision Stakeholders Participation Letters for CDC; and	93.PM/Minute/CDC/2017 276.CMDD/WS/CRC/2013&2017 21.PM/Minute/CDR/2017.a 21.PM/Minute/CDR/2017.b 240.PDD/Min/FB/120,121,129,130,133,142,145,151, 152

		Appreciation letters for internal and external subject experts	221.PDD/STH/Participation/FBS 277.CMDD/Lett/CDC/FBS/2011/ 12/13&14 278.CMDD/Appr.Lett/Ext/CRC/ FBS/2011

4.2 The courses are designed to meet the programme objectives and outcomes and reflect knowledge and current developments in the relevant field of study/ subject areas.	The course units are designed to meet the program objectives and outcomes through;
	   (a) Introducing new course units in line with contemporary knowledge (Specialization in Accounting and Finance, Marketing Management, Human Resource Management and Business Economics and the degree of BBM in PM);
	   (b) Revising the curriculum incorporating the updates;
	   (c) Project Report/;
	   (d) Dissertation; and
	   (e) Internships
		Students' Handbook (Prospectus);
		Project Report guidelines;
		Dissertation guidelines;
		Internship Report guidelines;
		Internship Diary; and
		Internship Report with ILOs
			254.PDD/VC/SHB/FBS/2008- 2010,2011-2016
			
			279.CMDD/PRG
			
			280.CMDD/DG
			
			281.CMDD/IRG
			
			104.PM/ITD&PRR/DEM/2017
			266.PDD/List/STD/INT/Report/F BS/2014-2017

4.3 The courses are	The courses are designed in compliance with;	Syllabi of courses;	38.PM/CUS/BBM/FBS/2017a

designed in compliance with SLQF credit definition and is guided by other reference points such as SBS where available, and requirements of statutory or regulatory bodies.	(a) Final Curriculum (b) Sri Lanka Qualifications Framework(SLQF) credit definition; (c) Subject Benchmark Statement (SBS); and (d) Memoranda of Understanding (MOU) with SLIM	Students' Handbook Senate Minutes SBS MOUs with SLIM	38.PM/CUS/BPM/FBS/2017b 6.PM/SHB/Pros/FBS/2015/16(P. 23-47) 254.PDD/VC/SHB/FBS/2008-2010,2011-2016 235.PDD/Min/Senate/332/2008 100.PM/SBS/Eco/UGC.a 100.PM/SBS/Acc/UGC.b 100.PM/SBS/Mgt/UGC.c 100.PM/SBS/Eng/UGC.d 100.PM/SBS/F.Mgt/UGC.e 233.PDD/QAAC/SBS/Mgt/FBS/ Comt/2009 111.PM/MOU/SLIM/FBS/2016
4.4 University approved standard formats/templates/ guidelines for course/module design and development are	Faculty uses standard format for; (a) Course design (b) Guidelines for Project Report (c) Guidelines for Dissertations (d) Guidelines for Internships (e) Guideline for lesson plan	Students' Handbook UGC format for course unit development Detailed Lesson Plan (DLP)	254.PDD/VC/SHB/FBS/2008-2010,2011-2016 265.PDD/Prog.Temp/PDD/U/GC 37.PM/CULP/DFA.a

		for all Course Units	37.PM/CULP/DEM.b
used and complied with during the design and development phases.		Project Report guidelines Dissertation guidelines Internship Report guidelines Field Visit Report	279.CMDD/ PRG 280.CMDD/DG 281.CMDD/IRG 244.PDD/LM/FV/ FBS /2017
4.5 Each course is designed in a manner that contents, learning activities and assessment tasks are systematically aligned with the course outcomes which in turn are aligned with the programme outcomes (constructive alignment).	Course Intended Learning Outcomes (ILOs) are mapped against programs ILOs and are achieved through; (a) Revised course content; and (b) Continuous assessments	Students' Handbook (continuous assessments) Program ILOs mapped against a course unit ILOs Final Mark Sheet for Dissertation Final Mark Sheet for Internship DLP for all Course Units	6.PM/SHB/Pros/FBS/2015/16(P. 22&43) 282.CMDD/ProILO/Mapped/CourseILO 283.CMDD/Dis/FBS 284.CMDD/Int/FBS

		Syllabi of the courses; and	37.PM/CULP/DFA.a 37.PM/CULP/DEM.b
		Course unit ILOs mapped against lesson plan, course module, Assessment and Question paper	38.PM/CUS/BBM/FBS/2017a 38.PM/CUS/BPM/FBS/2017b 285.CMDD/CourseILO/Mapped/LessPlan

4.6 Course design and development takes into account student-centered teaching strategies enabling the students to be actively engaged in their own learning.	Courses are designed in par with student-centered teaching strategies enabling the students to actively engage in their own learning through;
	  (a) Formative assessments – 30% (individual/group assignments, mini project, and individual/group presentations and quizzes etc.)
	  (b) Field visit report submission and presentations
	  (c) Project Report
	  (d) Dissertation
	  (e) Internship (report submission and
		Students' Handbook (continuous assessments);
		
		Final Mark Sheet for Dissertation
		
		Final Mark Sheet for Internship
		
		DLP for all Course Units
		
		Faculty Board Minutes (Field Visit)
			6.PM/SHB/Pros/FBS/2015/16(P. 43)
			244.PDD/LM/LMS/FBS/2017
			
			283.CMDD/Dis/FBS
			
			284.CMDD/Int/FBS
			
			37.PM/CULP/DFA.a
			37.PM/CULP/DEM.b

	presentation); and	Field Visit Letters	286.CMDD/FB/FBS/VC/UJ/156/ 05
	(f) Lab practices	Project Report topic list	
		Dissertation topic list; and	
			244.PDD/LM/FV/ FBS /2017
		Name list of the Intern places	287.CMDD/PRTL/FBS
		Lab practices	288.CMDD/Diss.Topic/ACCFIN/ FBS
			288.CMDD/Diss.Topic/MAR/FB S
			288.CMDD/Diss.Topic/HRM/FB S
			288.CMDD/Diss.Topic/ECO/FB S
			289.CMDD/INT.Place/FBS
			55.PM/LMS/Web/2017
4.7 The courses have a clear course specification that provides a concise	Students are provided with the following; (a) Students' Handbook (Prospectus) at the beginning of the program; (b) Detailed Lesson Plan for all Course	Students' Handbook DLP for all Course Units	6.PM/SHB/Pros/FBS/2015/16 37.PM/CULP/DFA.a 37.PM/CULP/DEM.b

description of the ILOs, contents, teaching learning and assessment strategies and learning resources, made accessible to all students.	Units at the beginning of each course which includes a concise description of the ILOs, contents, teaching learning and assessment strategies, learning resources and recommended readings; (c) Detailed Lesson Plan uploaded in the LMS. (Students will be prepared themselves before the Lectures); and (d) Handouts	LMS; and Handouts	244.PDD/LM/LMS/FBS/2017 244.PDD/LM/e'L/ FBS/2017 290.CMDD/HO/ACCFIN/FBS 290.CMDD/HO/MAR/FBS 290.CMDD/HO/HRM/FBS 290.CMDD/HO/ECO/FBS 290.CMDD/HO/PM/FBS
4.8 Course design specifies the credit value, the workload (notional learning hours) as per SLQF, broken down into different types of learning such as direct contact hours, self-learning time, assignments,	Course design specifies the credit value and the workload through; (a) 45 direct contact lecture hours (1 Credit = 15 Hours Class room teaching & 1 Credit = 30 Hours for Laboratory/ Field Visit Oriented Subjects) (b) A duration of six months for Dissertation and Internship; (c) Evaluation method; and (d) Practical Course units	Students' Handbook DLP for all Course Units Faculty Timetable Final Mark Sheet for Dissertation and	6.PM/SHB/Pros/FBS/2015/16(P. 25-28) 37.PM/CULP/DFA.a 37.PM/CULP/DEM.b 69.PM/Semester Timetable/FBS 283.CMDD/Dis/FBS

assessments, laboratory studies, field studies, clinical work, industrial training etc.	40% marks for Formative Assessments (field visits/Lab, individual/group assignments, mini project, and individual/group presentations and quizzes etc. 60% marks for Summative Assessments	Final Mark Sheet for Internship	284.CMDD/Int/FBS
4.9 Course design and development integrates appropriate learning strategies for the development of self-directed learning, collaborative learning, creative and critical thinking, life-long learning, interpersonal communication and teamwork	Appropriate learning strategies are integrated through; (a) Group assignments/presentations (b) Field visit report submission and presentation (c) Mini project submission and presentations (d) Debates and Case study analysis (e) Project Report (f) Capstone Project (g) Dissertation; and (h) Internships	Students' Handbook Different Continuous Assessment Method DLP for all Course Units Project Report topic list Dissertation topic list; and Name list of the Intern places	06.PM/SHB/Pros/FBS/2015/16 291.CMDD/Ass.Methods 37.PM/CULP/DFA.a 37.PM/CULP/DEM.b 287.CMDD/PRTL/FBS 288.CMDD/Diss.Topic/ACCFIN/FBS 288.CMDD/Diss.Topic/MAR/FBS 288.CMDD/Diss.Topic/HRM/FB

			S
			288.CMDD/Diss.Topic/ECO/FBS
			289.CMDD/INT.Place/FBS
4.10 Course design and development takes into account the needs of differently abled students by employing teaching and learning strategies which make the delivery of the course as inclusive as possible.	Faculty of Business Studies does not have intake for differently able students so far. If UGC admits such kind of students in future, we are happy to incorporate for special attention for differently able students in the Course Design and Development.		
4.11 With respect to credit weight and volume of learning, courses are scheduled and offered in a manner that allows the students	Courses are defined according to the; (a) Weight of the subject (eg: 1 credit, 2 or 3 credits or non- credit); and (b) Volume of learning (eg: some courses are divided into two course units and are offered in different semesters in a manner	Students' Handbook DLP for all Course Units Faculty Semester Timetable and	06.PM/SHB/Pros/FBS/2015/16(P.21-47) 37.PM/CULP/DFA.a 37.PM/CULP/DEM.b 69.PM/Semester Timetable/FBS

to complete them within the intended period of time.	that allows the students to complete them within the intended period of time. Eg. Financial Accounting 1 and 2, Taxation and Advance Taxation and Business Communication 1 and 2	Faculty Academic Calendar	24.PM/AC/FBS/2018
4.12 Course content has adequate breadth, depth, rigor and balance and the teaching programme can be successfully completed within the planned time.	Courses are designed adequately representing concepts, theories, models, applications, cases, and real world examples while assuring that courses can be successfully completed within the planned time.	DLP for all Course Units Academic Calendar Handouts Evidence of the students completing the degree program in time Students teaching credits values meets SLQF standards	37.PM/CULP/DFA.a 37.PM/CULP/DEM.b 24.PM/AC/FBS/2018 290.CMDD/HO/ACCFIN/FBS 290.CMDD/HO/MAR/FBS 290.CMDD/HO/HRM/FBS 290.CMDD/HO/ECO/FBS 290.CMDD/HO/PM/FBS 292.CMDD/Graduated 239.PDD/SHB/Pros/FBS/2016-2017(Sec.7.O)
4.13 Course design,	Course design, development and delivery	Images of Lecture halls and	191.HP/photo-ILF/FBS

development and delivery incorporates appropriate media and technology.	incorporate; (a) Lecture halls are equipped with multimedia, mike system and internet access; (b) Computer labs; (c) CSE Data Library (d) Learning Management System	computer labs; ICT equipment and E-Resources CSE Data Library; Inventory (IT equipment) and List of LMS users Computer Assisted Language Lab	40.PM/Web/FBS 169.HP/CMIC/FBS/2017 170.HP/CSE-DL/FBS/2017 54.PM/ICT/FBS/2017 56.PM/ICTA/FBS/2017 293.CMDD/LMS/Users 294.CMDD/COM/Lan/Lab
4.14 The staff involved in instructional design and development have been trained for such purposes and undergo regular training.	The staff involved in instructional design and development have been trained through; (a) Internal Quality Assurance Cell (IQAC) meetings; and (b) Induction Programme for the Probationary Lecturers includes Module for Course Design and Development (c) SDC Workshops	Participants list of the IQAC meetings; and IQAC Meeting Minutes Module for Course Design and Development conducted by Staff Development Centre (SDC)	82.PM/Minute-1,2,3 & 4/IQAC/2017 83.PM/CCM/Minute-1,3,7,8/IQAC/2017 88.PM/Circular-4/2015/UGC 154.HP/Certificates-SDC/UOJ/2016

4.15 Appropriate and adequate resources for course design, approval, monitoring and review processes are made available by the Faculty/Institute.	The Faculty uses adequatefinancial resources for course design, monitoring and review process. CDC is appointed for the curriculum development and it consists of internal and external experts.	Finance Committee Minutes Annual Capital allocation to the Faculty Budget for Curriculum Development Appointment of CDC	295.CMDD/Mts/FC/388/392/393 296.CMDD/CA/2014/2015/16/17 297.CMDD/Budget.CD/2016 90.PM/AL/CDC/FBS/2014
4.16 Course approval decisions are taken after full consideration of design principles, academic standards, and	Course approval decisions are taken through; (a) Faculty Board (b) Campus Board (c) Curriculum Evaluation Committee (d) Senate	Minutes of Faculty Board Minutes of Campus Board Minutes of CEC	240.PDD/Min/FB/120,121,129,130,133,142,145,151, 152 89.PM/CBM/CDC-HRM/FBs

appropriateness of the learning opportunities available, monitoring and review arrangements and content of the course specification.	(e) Council (f) UGC approval; (g) External experts	Minutes of Senate	
		Curriculum Development Committee (CDC) approval in the faculty board, senate and council.	241.PDD/Min/CEC/2015,2016 298.CMDD/Mts/Senate/426/10.5/UJ 219.PDD/Min/Senate332/2008
		Degrees approved by UGC;	260.PDD/CDC/Aproval/2014
		Curriculum Revision Committee Minutes;	
		Curriculum Evaluation Committee Minutes; and	299.CMDD/Approval/Dates/UGC
		Appointment & Appreciation letters for external experts	222.PDD/Min/UJ/CRC/2017 224.PDD/Min/CRC/2013,2014,2017 276.CMDD/WS/CRC/2013&2017
			241.PDD/Min/CEC/2015,2016

			278.CMDD/Appr.Lett/Ext/CRC/ FBS/2011 221.PDD/STH/Participation/FBS

4.17 Relevant staff are made aware of the criteria against which the course proposals/specifications are assessed in the course approval process.	Relevant staff are made aware of the criteria through;
	  (a) IQAC Meetings
	  (b) Department meetings
	  (c) Faculty Board; and
	  (d) Workshops
		Minutes of IQAC
		Department meeting Minutes
		Faculty Board Minutes
		Meetings/Workshops announcements
			82.PM/Minute-1,2,3 & 4/IQAC/2017
			300.CMDD/Dept.Mts/ACCFIN
			
			240.PDD/Min/FB/120,121,129,130,133,142,145,151, 152
			
			301.CMDD/Meet/Work/Announ

4.18 The Faculty's/Institute's IQAC adopts internal monitoring strategies and effective processes to evaluate, review, and improve the course design and development, and course approval processes.	Regular course evaluation, course design improvement and development are undertaken through;
	  (a) IQAC; and
	  (b) Assessment of Students' feedback
		▪ Curriculum Evaluation Committee Minutes;
		▪ IQAC Minutes;
		▪ Score of the Students' feedback (Peer evaluation report); and
			241.PDD/Min/CEC/2015,2016
			
			82.PM/Minute-1,2,3 & 4/IQAC/2017
			76.PM/Evaluation Report/IQAC

| 4.19 Courses/modules are evaluated at the end of each course/module with regard to its content, appropriateness and effectiveness of teaching, achievement of learning outcomes and feedback used for further improvement of the course. | Courses and effectiveness of teaching are evaluated at the end of each course through;

(a) Students' feedback;
(b) Peer evaluation of Lecturers;
(c) Moderator evaluation; and
(d) Graduate exit survey. | DLP for all Course Units; Students' feedback

Peer Evaluation Report;
Moderator Evaluation
Graduate Exit Survey Report | 37.PM/CULP/DFA.a
37.PM/CULP/DEM.b

85.PM/SFR/FBS/2017.a
85.PM/SFR/FBS/2017.b
75.PM/Evaluation/IQAC
76.PM/Evaluation Report/IQAC

272.PDD/MC/FBS/2017
181.HP/EGFSR/IQAC/2017 |

Summary

The course design & development of the Faculty of Business Studies is done through the Curriculum Development Committee (CDC) with the involvement of subject lecturers, academic staff of respective departments and external subject experts from other Universities and professional bodies. Each subject lecturer is given his/her respective roles and responsibilities in the process of course design & development. The course units are designed to meet the program objectives and outcomes through the introduction of new course units in line with contemporary knowledge, revising the curriculum incorporating the updates. For this, at present, the faculty is offering the project study for the undergraduates and the dissertation and internship for the undergraduates who are following the honours degree in order to reflect the knowledge and current developments in the relevant field of study. The course units are designed in compliance with Sri Lanka Qualifications Framework and Subject Benchmark Statement. The Faculty uses the standardized format for course design, guidelines for project study/dissertations and guidelines for internship training and diary maintenance. Each course unit is designed in a manner that contains learning activities and assessment tasks which are systematically aligned with the course outcomes, which in turn, are aligned with the

programmeoutcomes.Courses design of the faculty is based on student centered teaching and learning and outcomes based education strategies enabling the students to be actively engaged in their own learning through the continuous assessments, field visit report submission and presentations, lab practices, Project Report/ Dissertation and Internship.

At the beginning of the program, students are provided with the Students' Handbook (Prospectus), Detailed Lesson Plan for all Course Units which includes a concise description of the ILOs, contents, teaching learning and assessment strategies, learning resources and recommended readings.Courses are defined according to the weight of the subject (eg: 1 credit, 2 or 3 credits or non- credit) and volume of learning (eg: some courses are divided into two course units and are offered in different semesters in a manner that allows the students to complete them within the intended period of time.Courses are designed adequately representing concepts, theories, models, applications, cases, and real world examples while assuring that courses can be successfully completed within the planned time.   Lecture halls are equipped with multimedia, mike system and internet access and students are advised to access the LMS. The staff involved in instructional design and development have been trained through the meetings organized by the Internal Quality Assurance Cell of the faculty and department meetings.

The Faculty uses financial resources for course design, monitoring and review process through the allocation of funds by the finance committee. Course approval decisions are taken through the Curriculum Revision Committee and External experts. Relevant staff members are made aware of the criteria through the regular department meeting and the Faculty Board.Regular course evaluation, course design improvements and developments are undertaken through the Internal Quality Assurance Cell of the faculty. Courses and effectiveness of teaching are evaluated at the end of each course through the Students' feedback and Peer evaluation of Lecturers.

5. TEACHING AND LEARNING

Standard	Claim of the internalization of best practices and level of achievement of standards	Documentary Evidence to support the claim	Code number of the Document
5.1 Teaching and learning strategies are based on the Faculty's/Institute's mission, and curriculum requirements.	Teaching and learning strategies based on the faculty's mission and curriculum requirements and applying the strategies via, (a) Strategic management plan; (b) Faculty action plan; (c) Updating curriculum; (d) Providing lesson plan	Vavuniya Campus Strategic Management Plan for 2016-2020 Faculty Action Plan Prospectus Revised Curriculum Course Unit Lesson Plan/Session Plan Exit Graduand Feedback Form and Report	10.PM/SMP/VC/2016-2020 7.PM/AP/FBS/2016-2020 6.PM/SHB/Pros/FBS/2015/16 38.PM/CUS/BBM/FBS/2017 a 37.PM/CULP/DFA.a 37.PM/CULP/DEM.b 37.PM/CULP/DEM.c 181.HP/EGFSR/IQAC/2017

		Mapping faculty vision and mission with teaching and learning startegies.	302.TL/MFVM/FBS
		IQAC – Meeting minutes	82.PM/Minute-1,2,3 & 4/IQAC/2017
5.2 The Faculty Provides course specifications and timetables before the commencement of the course	The faculty adopts the following processes to ensure the adequate information provided to the students. (a) Provide assigned staff details of course unit (b) Lecturers provides lesson plan to students at beginning of the semester (c) Provide guidelines and enough information through faculty prospects (d) The lecturers receive their personal timetables prior to semester commence (e) Before commencing of a new semester prepare the annual plan and time table (f) Conducting departmental meeting and announcement regarding time table provided to both staff and student representatives before the commencement	Students Handbook/ Prospectus Final Revised Curriculum (Course Specification) Academic Calender Assigned course units for the staff members Semester Time Table Individual Time Table Course Unit Lesson Plan/Session Plan	6.PM/SHB/Pros/FBS/2015/16 38.PM/CUS/BBM/FBS/2017 a 24.PM/AC/FBS/2018 64.PM/Assigned lectures/DEM/2018 27.PM/ST/FBS/2014 69.PM/Semester Timetable/FBS

	of the new semester		70.PM/Individual Timetable/FBS
		Student Feedback Form and Report	37.PM/CULP/DFA.a 37.PM/CULP/DEM.b 37.PM/CULP/DEM.c
		Minutes of Department Meeting (Assigned Course Units), 49th	84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b
		Agenda of Faculty Board Meeting (Conformation of 49th Department Meeting:Assigned Course Units) (160th)	14.PM/Minute-49/API/DEM/2018
			303.TL/FB-160/FBS/2018

| 5.3 Teaching learning strategies, assessments and learning outcomes are closely aligned (constructive alignment) | To ensure the assessment process and learning outcomes are aligned with the study guide for each course and closely monitored, the faculty facilitated:

(a) Faculty prospects
(b) Revised curriculum
(c) Students feedback
 (d) Peer evaluation
(e) Lesson Plan
(f) External Reports on Moderation of Examination Papers | Prospects (Course Specification)

Final Revised Curriculum (Course Specification)

Course Unit Lesson Plan/Session Plan

Reports on Moderation of Examination Papers: By External Reviewers

Student Feedback Form and Report

Peer Evaluation Form and Report

Minutes of Department Meeting (Students Feedback) 49th | 6.PM/SHB/Pros/FBS/2015/16

38.PM/CUS/BBM/FBS/2017 a

37.PM/CULP/DFA.a
37.PM/CULP/DEM.b
37.PM/CULP/DEM.c

272.PDD/MC/FBS/2017

84.PM/SFF/FBS/2017
85.PM/SFR/FBS/2017.b

75.PM/Evaluation/IQAC
76.PM/Evaluation Report/IQAC

14.PM/Minute- |

			49/API/DEM/2018
		Meeting Minute of IQAC (Student Feedback, Peer Evaluation), 1st	82.PM/Minute-1,2,3 &4/IQAC/2017
5.4 Teaching learning strategies offered are also appropriate and accessible to differently abled students if the programme caters for such students.	As at present, the faculty only established physical evidence for differently abled students and other learning facilities are not available yet.	Photographic Evidence for the Facilities to Assist Differently Abled Students	304.TL/Photo-DAS/FBS
5.5 The Faculty/ Institute encourages blended learning (mixture of diverse delivery methods) as a way of maximizing student engagement with the programme/ courses.	To maximize the student engagement with the programme/courses, the faculty encourages the blended learning mixture of diverse delivery methods through: (a) Faculty Prospects; (b) Regular curriculum revisions (c) Arranging filed visits; (d) Using different assessment tools for evaluating the students;	Prospects (Course Specification) Final Revised Curriculum (Course Specification) Exposure Visit - Request Letters program schedule of field visit Field Visit Report	6.PM/SHB/Pros/FBS/2015/16 38.PM/CUS/BBM/FBS/2017 a 105.PM/EVRL/DEM/2017 106.PM/PSFV/DEM/2017 107.PM/FVR/DEM/2017

	(e) Encouraging usage of IT and enhancing the usage of IT via scheduling more practical examinations;	Minutes of Faculty Board: Field Visit, 152nd	
			305.TL/Minutes - 152/FBS/2017
		Faculty Annual Report 2017 (Field Visit)	
		Student Feedback Form and Report	306.TL/FAR/FBS/2017
			84.PM/SFF/FBS/2017
		Continuous Assessment Marks (Quiz, Case Study, Presentation and Group Discussion Tutorial, Written Assignment and Mind Mapping)	85.PM/SFR/FBS/2017.b
			206.HP/CAM/DEM/2017
		Practical Final Exams Papers - Fundamentals of Information Technology -Computer Application in Management --E-Commerce -Management Science	307. TL/PFEP/FBS

		Application	
		LMS Usage Report	
		Adoption of ICT tools for teaching and learning	308.TL/LMS-UR/FBS
			55.PM/LMS/Web/2017
5.6 Teachers integrate into their teaching, appropriate research and scholarly activities of their own/others' and current knowledge in the public domain	To encourage the teaching and learning the Faculty Facilitated: (a) Lecturers use latest updated text books and online sources to prepare their courses materials (b) Increase the number of credits for research studies in accordance with the revised curriculum to enhance the student's knowledge in their research (d) Giving the prospects for the first-year students. (e) Usage of software (SPSS, E-views, STATA) (f) Research committee motivates the staff to enhance the research knowledge	Final Revised Curriculum (Course Specification) List of Final Year Dissertation List of Final Year Project Study Research Committee Reports	38.PM/CUS/BBM/FBS/2017 a 288.CMDD/Diss.Topic/ACC FIN/FBS 288.CMDD/Diss.Topic/MAR /FBS 288.CMDD/Diss.Topic/HRM /FBS 288.CMDD/Diss.Topic/ECO/ FBS 287.CMDD/PRTL/FBS

	(g) Implements peer evaluation survey to maintain the standards of teaching (h) Conducts students satisfactory survey to each subject at end of each semester (i) Documents staffs research publications at department and faculty level (j) Updates faculty website	Minutes of Department Meeting (Students Feedback) 49th Annual Reports of Staff Annual Reports of Faculty: 2017 Faculty Website (Staff Profile) IQAC/publications of staff online Students Forum	309:TL/RCR/FBS 14.PM/Minute-49/API/DEM/2018 310.TL/ARS/FBS/2017,2016, 2012 306.TL/FAR/FBS/2017 143.HP/QAS/Web-VC.a 144.HP/IQAC-PSO/web-VC 311.TL/SF/FBS/2015
5.7 Teachers engage students in self-directed learning, collaborative	To fulfill the needs and differences of both staff and students in their teaching and learning, the faculty:	Prospects/HandBook Final Revised Curriculum	6.PM/SHB/Pros/FBS/2015/16 38.PM/CUS/BBM/FBS/2017

| learning, relevant contexts, use of technology as an instructional aid while being flexible with regard to individual needs and differences. | (a) Instructs all details in faculty prospects
(b) Modifies course in corporate with revised curriculum
(c) Provides guideline for self-directed learning via LMS, E- learning facilities, Information Centre
(d) Conducts awareness and training programme to both staffs and students to use self-directed learning tools
(e) Lecturers instructs to conduct different assessment tools as mind mapping, case study, presentation, practical
(f) Achieve collaborative learning by use of technology facilitated lecture halls fully fledged with digital aid
(g) Introduced new technical subjects such as Efficiency and Productivity Analysis | (Course Specification- Efficiency and Productivity Analysis)

LMS Implementation & Training for Students and Staff

LMS Implementation Students Account Creation Details (2009/2010;2010/2011)
LMS Usage Reports

Internship Training Diary & Performance Review Report

Exposure Visit - Request Letters

Field Visit Report

Faculty Annual Report 2017 (Field Visit)

Library resources (E-Library, E-Journal and reading resources) | a
38.PM/CUS/BPM/FBS/2017
b

57.PM/LMSW/FBS/2013.a

57.PM/LMSW/FBS/2013.b

308.TL/LMS-UR/FBS

104.PM/ITD&PRR/DEM/2017

105.PM/EVRL/DEM/2017

107.PM/FVR/DEM/201

306.TL/FAR/FBS/2017 |

		Details of Students' Library Tickets	182.HP/LR-Reading/Lib.b 183.HP/E-Catelog/VC
		Photographic evidence-Internet Lab Facility	184.HP/STD/Lib/2017
		Students in/out details - Internet Lab.	191.HP/photo-ILF/FBS
		CSE Data library	168.HP/SIOD-IL/FBS/2017
		Physical existence of resources provided by SEC	170.HP/CSE-DL/FBS/2017
		Photographic evidence_SEC_PR	171.HP/PR-SEC/FBS/2017
		photographic Evidence-Appliocation Software	172.HP/photo/SEC-PR
		Continuous Assessment Marks (Quiz, Case Study, Presentation and Group Discussion Tutorial,	192.HP/photo/AS

		Written Assignment and Mind Mapping)	206.HP/CAM/DEM/2017
		Practical Final Exams Papers - Fundamentals of Information Technology -Computer Application in Management -Application of Econometrics (In new curriculum) -Computer Application in Project Management -E-Commerce -Management Science Application	307. TL/PFEP/FBS
5.8 Teachers encourage students to contribute to scholarship, creative work, and discovery of knowledge to relate theory	To encourage students to contribute to scholarship, creative work, and discovery of knowledge, the faculty; (a) Encourage the students to do research activities	Prospects (Course Specification) Final Revised Curriculum (Course Specification)	6.PM/SHB/Pros/FBS/2015/16 38.PM/CUS/BBM/FBS/2017 a

and practice appropriate to their programmes and the institutional mission	(b) Conducts students' forum (c) Research activities and project studies are part and partial of final year learning (d) Motivates students' creative activities via students' magazine, news letter (e) Encouraging student's cultural, social and talents events (f) Promotes multicultural students'activities	List of Final Year Dissertation	288.CMDD/Diss.Topic/ACC FIN/FBS 288.CMDD/Diss.Topic/MAR /FBS 288.CMDD/Diss.Topic/HRM /FBS
		List of Final Year Project Reports	288.CMDD/Diss.Topic/ECO/ FBS
		Internship Training Diary & Performance Review Report	287.CMDD/PRTL/FBS
		Exposure Visit - Request Letters	104.PM/ITD&PRR/DEM/201 7
		program schedule of field visit	
		Field Visit Report	105.PM/EVRL/DEM/2017
		Students' Publication in the International Conferences	106.PM/PSFV/DEM/2017
			107.PM/FVR/DEM/2017

			Business Studies Students' Forum	312.TL/SPIC/VC
			Agenda of Faculty Board Meeting (Journal on Business Management), 156th	311.TL/SF/FBS/2015
			Faculty Board Minutes: 158th (Research Conference on Business Studies),	313.TL/Agenda-156/FBS/……
			Students' Union Magazine (FOBS)	314.TL/FB: Minute-158/FBS/……..
			Photographic evidence for Creative work.	
			Newsletters	
				315.TL/FOBS/FBS/……
			Talent show	316.TL/Photo-creative work/FBS

		Students participation in competitions	
		Competition results.	216.HP/News Letter/VC/2016a
		Certificates awarded for student	216.HP/News Letter/VC/2017b
		Faculty Website (Gallery)	211.HP/TS/SSDC/2014
		Multicultural Students Societies	
		- Buddhist Committee	212.HP/SP/SSDC/2014
		- Hindu Union	213.HP/CR/SSDC/2014
		Continuous Assessment Marks (Quiz, Case Study, Presentation and Group Discussion Tutorial, Written Assignment and Mind Mapping)	214.HP/Certi-FOBS/SSDC
			317.TL/Gallery/Web/VC
			127.PM/RPL-CE/FBS/2017
			218.HP/invitations-MCA/SSDC/2016/17
			206.HP/CAM/DEM/2017

| 5.9 Teaching learning strategies include providing opportunities for students to work in study groups to promote collaborative learning | To promote collaborative learning, the faculty adopted the following strategies in practice;

(a) Give detailed information through faculty prospects

(b) Implements different continuous assessment methodseg; group assignments, group presentations, debates, group case studies, field visits

(c). Allocated 20 Marks for the Continuous Assessment – Theoretical course units
Allocated 40 Marks for Continuous Assessment marks for field/practical oriented course units.

(d) Collaborative learning by use of technology. | Prospects (Course Specification)

Final Revised Curriculum (Course Specification)

Filed Visit Reports

Faculty Annual Report 2017 (Field Visit)

Continuous Assessment Marks (Quiz, Case Study, Presentation and Group Discussion Tutorial, Written Assignment and Mind Mapping)

Practical Final Exams Papers
- Fundamentals of Information Technology
-Computer Application in Management
-Application of Econometrics (In | 6.PM/SHB/Pros/FBS/2015/16

38.PM/CUS/BBM/FBS/2017 a

107.PM/FVR/DEM/2017

306.TL/FAR/FBS/2017

52.PM/Continious Assessment/DEM/2017
206.HP/CAM/DEM/2017

307. TL/PFEP/FBS |

		new curriculum)	
		-Computer Application in Project Management	
		- E-Commerce	
		News letter	
		Students Group name list	216.HP/News Letter/VC/2016a
			216.HP/News Letter/VC/2017b
		Photographic evidence-group work	
			318.TL/SGNL/DEM/2017
			319.TL/Photo-group work/FBS
5.10 Teachers engage students in research as part of the teaching and learning strategy and encourage / support the students to publish their	To encourage the students' participation and their involvement in research work, the Faculty : (a) Providesclear guidelines about research studies via prospects (b) Revises curriculum in order to increase	Prospects Guideline for project study Guideline for Dissertation	6.PM/SHB/Pros/FBS/2015/16 279.CMDD/ PRG 280.CMDD/DG

research giving due credit to the student	the credit to research and project studies (c) Motivates students to participate in the research conferences and students' forums (d) promotes joint authorships in research paper presentations and publications (e) Assigns the staff to supervises the students research activities	Internship Report guidelines	281.CMDD/IRG
		Proceedings of Business Studies Students' Forum	311.TL/SF/FBS/2015
		RCBS Web site	320.TL/RCBS-Web/VC
		Proceedings of the Research Conference on Business Studies(RCBS)	321.TL/Proceedings-RCBS/FBS/2016
		Faculty Board Minutes: 158th (2nd Research Conference on Business Studies),	314.TL/FB: Minute-158/FBS/2017
		Vavuniya Campus International Research Symposium	322.TL/VCIRS/VC/2017
		Report on Vavuniya Campus International Research Symposium 2017	323.TL/Report-VCIRS/VC/2017

		Publications of collaborative research with staff and students	
			324.TL/PCR-staff & students
		Assignment of staff for supervising students' dissertations.	
			288.CMDD/Diss.Topic/ACC FIN/FBS
			288.CMDD/Diss.Topic/MAR /FBS
			288.CMDD/Diss.Topic/HRM /FBS
			288.CMDD/Diss.Topic/ECO/ FBS
5.11 Teaching learning strategies ensure that they are not gender discriminative and abusive.	To ensure that they are not gender discriminative and abusive, the Faculty adopts and practices:	GEE Workshop by staff development centre	325.TL/GEE-workshops/UOJ/…..
	(a) Policy framework for Gender Equity and Equality	Policy Framework for GEE	
	(b) By-laws		34.PM/GEE/UOJ/2017
	(c) Peer evaluations system in order to ensure that the lecturersgive importance to gender equality	By-Laws relating to sexual and gender-based violence (SGBV)	33.PM/SGVB/UOJ/2017
		GEE News and Events	

	(d) Equal gender participation in continues assessments	Peer Evaluation Form Peer Evaluation Report	326.HP/NE:GEE/UoJ
			75.PM/Evaluation/IQAC
		Group Assignment Name List	76.PM/Evaluation Report/IQAC
		Photographic evidence	
			318.TL/SGNL/DEM/20187
			319.TL/Photo-group work/FBS
5.12 Teaching and learning activities are monitored routinely for their appropriateness and effectiveness.	In order to monitor the appropriateness and effectiveness in teaching and learning activities, the Faculty: (a) Practices peer evaluation (b) Conducts students' satisfaction survey (c) Conducts satisfaction survey from graduants (d) Implements new teaching and learning activities based on the suggestions at the department and faculty meetings. (e) Appoints academic coordinators to	Peer Evaluation Form Peer Evaluation Report Student Feedback Form Student Feedback report Exit Graduate Feedback Report Meeting Minute of IQAC (Student Feedback, Peer	75.PM/Evaluation/IQAC 76.PM/Evaluation Report/IQAC 84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b 181.HP/EGFSR/IQAC/2017 82.PM/Minute-1,2,3

		monitor each specialization	Evaluation)	&4/IQAC/2017
			Minutes of Department Meeting (Students Feedback) 49th.	14.PM/Minute-49/API/DEM/2018
			LMS Implementation & Training for Students and Staff	
				57.PM/LMSW/FBS/2013.a
			LMS Implementation Students Account Creation Details (2009/2010;2010/2011)	
				57.PM/LMSW/FBS/2013.b
			LMS Usage Reports	
			Lesson Plan and session plan	
				308.TL/LMS-UR/FBS
				37.PM/CULP/DFA.a
			Appointment letters for Academic Coordinators	37.PM/CULP/DEM.b
				37.PM/CULP/Ent/DEM.c
				71.PM/TOR/AC/DEM-

			MM&HRM.a
			71.PM/TOR/AC/DEM-PM.b
5.13 The teachers adopt innovative pedagogy and appropriate technology into teaching learning processes and monitor progress in the use of technology	To encourage the innovative practices in teaching and learning system, the Faculty: (a) Provides a clear course guidelines (b) Revises curriculum on regular basis (c) Conducts satisfaction survey from the students and graduants (d) Encourages for practicing for different teaching tools like LMS (f) Practices IT based teaching and assessments.	Prospects Final revised curriculum (Course specification) Semester Time Table Lectures' power point presentation Handouts-Accounting and Finance, Marketing Management, Human Resource Management, Business Economics and Project Management	6.PM/SHB/Pros/FBS/2015/16 38.PM/CUS/BBM/FBS/2017 a 27.PM/ST/FBS/2014 69.PM/Semester Timetable/FBS 327.TL/PPT/DFA 290.CMDD/HO/ACCFIN/FBS 290.CMDD/HO/MAR/FBS 290.CMDD/HO/HRM/FBS 290.CMDD/HO/ECO/FBS 260.CMDD/HO/PM/FBS

		Student Feedback Form	84.PM/SFF/FBS/2017
		Student Feedback report	85.PM/SFR/FBS/2017.a
			85.PM/SFR/FBS/2017.b
			PM/SFR/FBS/2017.b
		LMS usage reports	308.TL/LMS-UR/FBS
		Library resources (E-Library, E-Journal and Physical resources)	182.HP/LR-Physical/Lib.a
			182.HP/LR-Reading/Lib.b
			183.HP/E-Catelog/VC
		Practical Final Exams Papers	
		- Fundamentals of Information Technology	307. TL/PFEP/FBS
		-Computer Application in Management	
		-Application of Econometrics (In new curriculum)	
		-Computer Application in Project Management	
		- E-Commerce	
		Technical Lab for Faculty of	

		Business Studies	
		DELT Teaching Lab	
			198.HP/photo-CALL/DELT.a
			198.HP/TT-CALL/DELT/2016.b
5.14 Teachers adopt both teacher directed and student-centred teaching-learning methodologies as specified in the course specifications	To encourage both teacher directed and student-centered teaching-learning methodologies, the Faculty: (a) Provides a clear course guideline (b) Revises curriculum in accordance with the necessary requirements; (b) HasActive curriculum committee; (c) Motivates lecturer's teaching methodologies; (d) Encourages LMS; (e) Encourages computer based examinations.	Prospects Final revised curriculum Minutes of Curriculum Development Committee Lectures' power point presentation Handouts-Accounting and Finance, Marketing Management, Human Resource Management, Business Economics and Project	6.PM/SHB/Pros/FBS/2015/16 38.PM/CUS/BBM/FBS/2017 a 219.PDD/Min/CDC/2013,2014,2015,2016,2017 327.TL/PPT/DFA 290.CMDD/HO/ACCFIN/FBS 290.CMDD/HO/MAR/FBS 290.CMDD/HO/HRM/FBS 290.CMDD/HO/ECO/FBS

		Management	290.CMDD/HO/PM/FBS
		Peer Evaluation Report	66.PM/Evaluation Report/IQAC
		LMS usage reports	308.TL/LMS-UR/FBS
		Library resources (E-Library, E-Journal and Phisical resources)	182.HP/LR-Physical/Lib.a 182.HP/LR-Reading/Lib.b 183.HP/E-Catelog/VC
		Students in/out details - Internet Lab.	168.HP/SIOD_IL/FBS/2017
		Photographic evidence-Internet Lab Facilities and Technical Lab for Faculty of Business Studies	191.HP/photo/ILF
		DELT Teaching Lab	198.HP/photo/CALLa 198.HP/TT-CALL/DELT/2016.b
		Filed Visit Reports	

			107.PM/FVR/DEM/2017
		Faculty Annual Report 2017 (Field Visit)	306.TL/FAR/FBS/2017
		Continuous Assessment Marks (Quiz, Case Study, Presentation and Group Discussion Tutorial, Written Assignment and Mind Mapping)	52.PM/Continious Assessment/DEM/2017 206.HP/CAM/DEM/2017
		Practical Final Exams Papers - Fundamentals of Information Technology -Computer Application in Management -Application of Econometrics (In new curriculum) -Computer Application in Project Management - E-Commerce	307. TL/PFEP/FBS
5.15 Teaching learning strategies promote the use	To promote the use of appropriate facilities, amenities and activities to engage in	Guest Lecturers/ Visiting Lectures Appointments	249.PDD/Appointment Letters(VisLect)/FBS/2017

of appropriate facilities, amenities and activities to engage in active/deep learning, academic development and personal wellbeing	active/deep learning, academic development and personal wellbeing, the Faculty: (a) Develops the appropriate resource pool via appointing experts as lecturers from outside (b) Conducts workshops (c) Develops adequate infrastructure and facilities (d) Encourages internship, field visits and LMS use. (f) Encourages students develop their IT knowledge by providing enough infra structure facilities, Wi-Fi facilities and Library and e- journal accessibility; (g) Conducts students' satisfaction survey	SDC Workshops Internship Training Diary & Performance Review Report Exposure Visit - Request Letters program schedule of field visit Field Visit Report Board of Survey report of FBS 31/12/2016 DELT Teaching Lab Inventory of ICT facilities CSE Data Library Group name lists of the students	156.HP/DTP/SDC/2017 104.PM/ITD&PRR/DEM/2017 105.PM/EVRL/DEM/2017 107.PM/FVR/DEM/2017 161.HP/BOSR/FBS/2016 198.HP/photo/CALLa 198.HP/TT-CALL/DELT/2016.b 54.PM/ICT/FBS/2017 170.HP/CSE-DL/FBS/2017

		Students in/out details - Internet Lab.	196.HP/GNL/DELT/2017
			168.HP/SIOD-IL/FBS/2017
		Photographic evidence-Internet Lab Facility	191.HP/photoILF/FBS94.PM /ITD&PRR/DEM/2017
		Students' ticket details	184.HP/STD/Lib/2017
		Staff usage report of library	185.HP/SUR/Lib/2017
		Wi-Fi facilities	328.TL/Wi-Fi/FBS
		Internet usage usage	180.HP/IUR/FBS/2017
		Assignment of Lab Duties (5.00PM-10.00 PM)	329.TL/ALD/VC/2017
5.16 The teachers use appropriate tools to obtain regular feedback on the effectiveness and quality of teaching from students,	To make sure continuous improvement in teaching and learning, the faculty practices the following surveys and makes necessary changes: (a) Student satisfaction survey;	Student Feedback Form Student Feedback report Peer Evaluation Form	84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b 75.PM/Evaluation/IQAC

		Peer Evaluation Report	76.PM/Evaluation Report/IQAC
and peers through a coordinated mechanism for improvement of teaching learning.	(b) Peer evaluation; (c) Exit Graduate Feedback.	Exit Graduate Feedback Report	181.HP/EGFSR/IQAC/2017
		Meeting Minute of IQAC (Student Feedback, Peer Evaluation)	82.PM/Minute-1,2,3 & 4/IQAC/2017
		Minutes of Department Meeting (Students Feedback) 49th	14. PM/Minute-49/API/DEM/2018
5.17 The teachers use the information gained from assessment of student learning to improve teaching-learning	To improve teaching, the faculty practices surveys of student satisfaction and peer evaluation and makes the needful improvements in teaching methods. HOD sends the students feedback report to each lecturer concerned and discusses individually for the improvement.	The Students' Handbook/ Prospectus	6.PM/SHB/Pros/FBS/2015/16
		Final revised curriculum (Course specification)	38.PM/CUS/BBM/FBS/2017 a
		Student Feedback Form Student Feedback report	84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b 75.PM/Evaluation/IQAC

		Peer Evaluation Form Peer Evaluation Report	76.PM/Evaluation Report/IQAC
		Meeting Minute of IQAC (Student Feedback, Peer Evaluation)	82.PM/Minute-1,2,3 &4/IQAC/2017
		Minutes of Department Meeting (Students Feedback) 49th	14. PM/Minute-49/API/DEM/2018
		Continuous Assessment Marks (Quiz, Case Study, Presentation and Group Discussion Tutorial, Written Assignment and Mind Mapping)	52.PM/Continious Assessment/DEM/2017 206.HP/CAM/DEM/2017
		Student performance statistics of exams	330.TL/SPSE/DEM
		Analysis of selection of question in the Final exams Analysis of student performance	331.TL/ASQ/DEM

			332.TL/ASP/DEM
5.18 Allocation of work for staff is fair and transparent, and equitable as far as possible	To ensure the allocation of work for staff is fair and transparent, and equitable as far as possible, the Faculty practices: (a) Develops proper time frame for academic accountability and workload (b) Allocates proper time frame for final year students' dissertation and project study. (c) Develop academic calendar (d) Prepares annual reports (e) Discusses about assigned course units of the staffs	List of Final Year Dissertation List of Final Year Project Study Academic Accountability and workload model Agenda of Faculty Board Meeting (Academic Calender), 156th Minutes of Faculty Board (Academic Calender), 158th Assigned course units for the	288.CMDD/Diss.Topic/ACC FIN/FBS 288.CMDD/Diss.Topic/MAR /FBS 288.CMDD/Diss.Topic/HRM /FBS 288.CMDD/Diss.Topic/ECO/ FBS 287.CMDD/PRTL/FBS 333:TL/AAWM/FBS 313.TL/Agenda-156/FBS/…… 314.TL/FB: Minute-158/FBS/……..

		staff members	
		Minutes of Department Meeting (Assigned Course Units), 49th	64.PM/Assigned lectures/DEM/2018
		Agenda of Faculty Board Meeting (Conformation of 49th Department Meeting:Assigned Course Units)	14. PM/Minute-49/API/DEM/2018
		Semester Time Table	303.TL/FB-160/FBS/2018
		Individual Time Table	
		Final exam duty list	69.PM/Semester Timetable/FBS
		List of Examiners	70.PM/Individual Timetable/FBS
			26.PM/ET/EX/2017
			334:TL/L-Examiners/DEM

5.19 The Faculty/Institute uses a defined set of indicators of excellence in teaching to evaluate performance of teachers, identify champions of teaching excellence, and promote adoption of excellent practices	To promote adoption of excellent practices in teaching and learning the faculty encourages it through appreciation letters.	Appreciation Letters Peer evaluation form Peer evaluation report Agenda of Department Meeting Minutes, 48 th Minutes of 50th Department Meeting	335:TL/SAL/FBS 75.PM/Evaluation/IQAC 76.PM/Evaluation Report/IQAC 336:TL/DM:48-Agenda/DEM/2017 337:TL/DM:50-Minutes/DEM/2017

Summary

Teaching and learning strategies are based on the faculty's mission and curriculum requirements. To enhance the standards in teaching and learning of the institute, the faculty facilitates in different ways such as assigning course units and personal time tables to the lecturers prior to the commencement of semester. Further, common time tables, study guides and lesson plans are available for the students at the commencement of the semester. Teaching, learning strategies, assessments and learning outcomes are closely aligned and monitored regularly.The Faculty encourages blended learning to maximize the student's engagement with the programme mainly updating curriculum regularly based on the student feedback. Teachers engage students not only in self-directed learning, collaborative learning, relevant contexts and use of technology but also in research as part of the teaching and learning strategy to encourage and support the students to publish their research and gives due credit to the students.

Furthermore, teachers facilitate the students in their development of scholarships, creativity and discovery of knowledge to relate theory and practice appropriate to their programmes and the institutional mission. The faculty ensures that teachers adopt both teacher directed and student-centered teaching-learning methodologies as specified in the course specifications. The faculty ensures that all students are equally treated in teaching and learning strategies. Teaching and learning activities are monitored routinely for their appropriateness and effectiveness mainly through academic coordinators, peers and students' feedback. The faculty strongly advises the teachers to use appropriate tools to obtain regular feedback on the effectiveness and quality of teaching from students, peers and academic coordinators.

The lecturers use latest text books, online sources and statistical software to modernize their teaching and research activities. The teachers adopt innovative pedagogy and appropriate technology into teaching learning processes and monitor progress in the use of technology, and the recent revised curriculum incorporated the use of software in the relevant filed. The faculty ensures that allocation of work for staff is fair and transparent, and equitable as far as possible. The faculty provides the appreciation letters to the staff to promote adoption of excellent practices in teaching and learning.

6. LEARNING ENVIRONMENT, STUDENT SUPPORT AND PROGRESSION

Standard	Claim of the degree of internationalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Document
6.1The Faculty adopts a student friendly administrative, academic and technical support system that ensures a conducive and caring environment, and greater interaction among students and staff.	Relevant administration structure supports the conducive learning environment. FBS ensures students friendly environment providing opportunities to solve their problems. Lecturers maintain good rapport with students. In campus Level maintains a helpdesk in Students Admission and Examination Branch	Organogram Faculty Board Minutes – Students representatives raise their issues Supervisor's assigned for research. Faculty Website and links. List of committees with students' participation. Evidence of students' participation in decision making process	3.PM/FBL/Draft/IQAC 240.PDD/Min/FB/133 338.LESP/Minute135/FBS/2015-16 288.CMDD/Diss.Topic/MAR/FBS 288.CMDD/Diss.Topic/HRM/FBS 40.PM/Web/FBS 22.PM/ESH/FBM/FBS/2017.c

		Teacher's evaluation form and report.	75.PM/Evaluation/IQAC 76.PM/Evaluation Report/IQAC
		Job description of staff members	62.PM/Dutylists/FBS.a
		Photographic Evidence-Help Desk	339.LESP/Helpdesk-Photo/FBS/2017
6.2 The Faculty/Institute identify learning support needs for its educational programmes and methods of delivery and provide effective learning environment through appropriate services and training programmes.	The faculty arranges different field visits to provide the effective learning environment. Students are given training programme for their creative skills and encourage them to participate different business fields. During the faculty board meetings as well as department meetings, students are invited to give feedback regarding the learning support requirements. The faculty provides multimedia /and IT	Field visit documents. Department meeting minutes. Faculty Minutes of the meetings with student representatives. Semester Time tables. ICT facilities details list.	244.PDD/LM/FV/ FBS /2017 340.LESP /Minute-44,43/DEM/2017 240.PDD/Min/FB/142,145 27.PM/ST/FBS/2014

	equipped lecture halls and facilitates computer based environment for Lab oriented course units.	The Students Handbook/ Prospectus.	179.HP/ICTFDL/DEM/2017 54.PM/ICT/FBS/2017
		Resources Inventory Report	6.PM/SHB/Pros/FBS/2015/16
		Language Lab	
			182.HP/LR-physical/Lib.a
		Students Satisfaction Survey form and Report	197.HP/CD/DELT/2017 198.HP/photo-CALL/DELT.a
		Library Resources	
			84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017.b
			182.HP/LR-Physical/Lib.a
6.3 The Faculty/Institute offers all incoming students an induction programme regarding the rules and regulations of the institution, student-centred learning, outcome	Regular orientation and induction programmes are conducted by the faculty for the students of new intake. All rules and regulations of the faculty are explained clearly during this programme. During orientation programme, all the	Agenda of Orientation Programme. Details of training programs conducted by the SDC. Photo evidence of Walk in Interview - CGC	47.PM/Agenda/OA/FBS/2016 79.PM/SDC-Workshops/2017 156.HP/DTP/SDC/2017

based education and technology based learning.	sectional heads of the departments/ units explain about learning facility, resources, library facility.	Career Guidance-Attendance for students.	341.LESP/Photo-WI/VC
		UGC Circular 946 – Common Guidelines for students discipline	217.HP/CG-attendance/CGU/2017
			31.PM/SDG/UGC-946/2011
6.4 The Faculty guides the students to comply with the Code of conduct for students (Student Charter), discharge their rights and responsibilities and utilize services available in a prudent manner.	The student charter provides the information regarding the students' rights and responsibilities. During the enrollment time student charter is distributed and explained to the students.	Documentary evidence of Student Charter (Code of Conduct).	32.PM/Charter/UGC/2012
		Prohibition of ragging and other forms of violence in educational institutions (ACT # 20 of 1988).	58.PM/PRA/UGC-ActNo 20/1988
		The Students Handbook/ Prospectus.	6.PM/SHB/Pros/FBS/2015/16
		Agenda of Orientation Programme.	47.PM/Agenda/OA/FBS/2016

		Declaration by the student	342.LESP/Student-Dec/FBS/2017
6.5 The Faculty/Institute guides the students to optimally use the available student support services and empower learners to take personal control of their own development(self-directed learning).	In the faculty orientation programme, the students are guided on the available students support services in the campus, faculty and departments.	Agenda of Orientation Programme.	47.PM/Agenda/OA/FBS/2016
	The faculty appoints student counselors and they guide and counsel the students.	Appointment letters of the student counselors. Evidence of workshop on Effective Counseling.	130.PM/AL/SC/WO/2017 156.HP/DTP/SDC/2017
	Academic coordinators are appointed for coordinating the program and guiding the students for their career development.	TOR/Letter Academic Coordinator.	71.PM/TOR/AC/DEM-PM.b
	The curriculum consists of career guidance and development course unit where face to face interviews take place in order to improve the personal development of the students.	Internship Training Diary & Performance Review Report. Program schedule of field visit and pertaining documents. LMS Implementation Students Account Creation	104.PM/ITD&PRR/DEM/2017 106.PM/PSFV/DEM/2017 107.PM/FVR/DEM/2017

		Details (2009/2010;2010/2011).	292.CMDD/LMS/Users 57.PM/LMSW/FBS/2013.a 57.PM/LMSW/FBS/2013.b
		IP and Domain Name Registration for Library.	
			190.HP/Real IP/Lib/2014
		Evidence for Face to Face interview	
			245.PDD/LM/ASS/CG/IN/ FBS/2012-2016
6.6 The Faculty/Institute monitors/ evaluates student support services and use the information as a basis for improvement.	The faculty evaluates the student support services based on the students and the heads meeting / faculty board meeting.	Faculty Board Minutes with student representatives. Students Satisfaction Report.	240.PDD/Min/FB/142,145 341.LESP/Minute- 135/FBS/2015-16
	Head and academic coordinators do evaluations on overall quality of the degree programme and take necessary steps for improvement.		85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b
	Campus strategic plan accommodates the improvement of students supportive services.	Campus Strategic Plan	
		Advisory Board Minutes	10.PM/SMP/VC/2016-2020

		Minutes of Mahapola and Bursary Committee.	343.LESP/AB-Min/FBS/2017
		IQAC minutes and action plan IQAC Web page	344.LESP/Min-Mahapola& Bursary/2015
			42.PM/IQAC/Minutes-45/2017
			41.PM/Web/IQAC
6.7 The Faculty/Institute provides ongoing training for users (students and staff) of common learning resources such as library, ICT, and language laboratories.	The faculty and SDC conduct need analysis of the staff learning requirements to organize the training programmes for using the available learning resources, such as ICT, Data analysis, career development, soft skill development, language laboratories, etc.	Details of training programmes conducted by the SDC.	156.HP/DTP/SDC/2017
		Evidence of students /staff attending the training programmes.	345.LESP/Attendence - SDC/2017
		LMS implementation Workshop.	
		Staff attending the workshop on data analysis and statistical	57.PM/LMSW/FBS/2013.a 57.PM/LMSW/FBS/2013.b

		packages.	
			346.LESP/SA-STA Workshop/FBS/2017
		Training in CALL use at the DELT	
		Staff attended training on e-resources.	197.HP/CD/DELT/2017 198.HP/photo-CALL/DELT.a
		Workshops / Programme organized by career guidance unit- One to one interview for Students	347.LESP/SA-G-Suit Workshop/FBS/2017
			245.PDD/LM/ASS/CG/IN/ FBS/2012-2016
6.8 The Faculty/Institute which offers professional/science based programmes, provides ongoing training for users (students and staff) of specialized learning resources such as clinical	Students are taken for field visits to enhance practical knowledge. Staff members participate in professional programmes such as Data analysis using statistical software, GIS, Counseling and etc.	Details of training programmes conducted by the SDC. Certificates awarded for Students	156.HP/DTP/SDC/2017 205.HP/Certificates-IBDC/DELT/2016 202.HP/Certificates-HETC/2014/15

facilities, science based laboratories, engineering workshops etc		Field visit documents	210.HP/Certi-LSTP/FBS/2014
		Practical Training record book.	244.PDD/LM/FV/ FBS /2017
		Staff attending workshops on data analysis and statistical packages.	104.PM/ITD&PRR/DEM/20 17
		The Students Handbook/ Prospectus.	346.LESP/SA-STA Workshop/FBS/20179
			6.PM/SHB/Pros/FBS/2015/1 6
6.9 The Faculty/Institute has appropriate infrastructure, delivery strategies, academic support services and	The Faculty has not enrolled differently abled students. However, faculty has established differently abled accessibility entrances in the buildings.	Appointment letters of the student counselors.	130.PM/AL/SC/WO/2017
		Evidence of Infrastructure facilities for differently abled	304.TL/Photo-DAS/FBS

guidance to meet the needs of differently abled students.	Student counselors are trained to deal with the students psychological issues.	students. Students counselors attended the workshops on student counselling.	348.LESP/SA-SC Workshop/FBS/2017
6.10 The Faculty/Institute's library and its branches use ICT-led tools to facilitate the students to access and use information effectively for academic success, lifelong learning and gainful employment.	The faculty and institute have ICT facilities to access the information effectively. The campus library has ICT facilities to access e-resources. The students learning take place through LMS	Availability and usage of ICT facilities. The library website E-resource Facilities Incorporating ICT Components into Curriculum. Library Automation workshop Approval for getting service for server installation.	179.HP/ICTFDL/DEM/2017 183.HP/E-Catalog/VC 349.LESP/Library E-resource/FBS 159.HP/ICT-SR/ EB /2014 187.HP/ACLM/2016.a 188.HP/TLS/Lib/2014

		Library Committee meeting minutes	350.LESP/Approval-Server installation/VC/2014
			351.LESP/Lib-Com meeting/FBS/2017
6.11 The teachers in partnership with library and information resources personnel ensure that the use of library and information resources is integrated into the learning process.	Library handbook provides the information about the use of library. The library provides information regarding the library resources and usage to the students during the orientation programme. The students are motivated to use the library. It facilitates the students referring and reviewing articles and books. Students are motivated to use LMS. CA are based on e-books references	The Library guide book. Real IP and Domain Name Registration for Library. The Students Handbook/ Prospectus LMS usage report Mapping of using e-books in the course unit Library use record of students Library Committee meeting minutes	352.LESP/LGB/Lib/VC 190.HP/Real IP/Lib/2014 6.PM/SHB/Pros/FBS/2015/16 308.TL/LMS-UR/FBS 353.LESP/Map- E book/FBS 354.LESP/STU-Usage/Lib/2016

			351.LESP/Library-Commotee meeting/2017
6.12 The Faculty/Institute maintains up-to-date records on student progress throughout a programme of study and provides prompt and constructive feedback about their performance.	Each department maintains records on student's progress through continuous assessment. Continuous process is evaluated through the feedback.	Records of Continuous assessment marks. Lecture record book Student satisfaction survey Students feedback report. Examination Results Personal File of each student	244.PDD/LM/ASS/FBS/2013,2016,2017 355.LESP/Lec-Rec/DEM/2017 84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b 356.LESP/Exam-Results/FS-2015 /FBS 356.LESP/Exam-Results/MAR/FBS/SS-2015 356.LESP/Exam-Results/ECO/FBS/SS-2015 357.LESP/PF/FBS

6.13 The Faculty/Institute promotes active academic/social interaction between the faculty and students.	To promote the academic/social interaction between the students, the faculty organizes: (a) Research conferences and students' forums (b) Field visits, career fair, talent shows, seminars and various cultural events (c) Annual cricket and football matches between the students and staffs.	Proceedings of the Research Conference on Business Studies(RCBS)	321.TL/Proceedings-RCBS/FBS/2016
		Vavuniya Campus International Research Symposium	322.TL/VCIRS/VC/2017
		Report on Vavuniya Campus International Research Symposium 2017	323.TL/Report-VCIRS/VC/2017
		Students Forum	
		Field visit	311.TL/SF/FBS/2015
		Career Fair	106.PM/PSFV/DEM/2017 107.PM/FVR/DEM/2017 244.PDD/LM/FV/ FBS /2017
		Newsletter_Career Fair	358.LESP/ Career Fair /FBS/2014.a

		Invitations-multi cultural activities.	358.LESP/Career Fair/FBS/2017.b
		Talent Show	216.HP/News Letter/VC/2016.a
		Sports Events for FOBS Weeks	
		The Students Handbook/ Prospectus	218.HP/invitations-MCA/SSDC/2016/17
		Student Charter/ Code of Conduct.	211.HP/TS/SSDC/2014 124.PM/SE-FOBSW/SU-FBS/2015
		Newsletter_photographic evidence of Cultural events	
		Cricket Match - Staff versus Students	6.PM/SHB/Pros/FBS/2015/16
			32.PM/Charter/UGC/2012

			49.PM/Newsletter-02/OPF/VC/2017 359.LESP/cricket match/FBS/2017
6.14 The Faculty/Institute recognizes and facilitates academic interaction between the peer helpers/ mentors/ senior guides and students	Faculty promotes academic interactions through: (a) Appointing student counsellors (b) Academic Coordinators (c) Mentors for probationary staff (d) Academic sub-wardens (e) Field visits	Appointment of students' counsellors	130.PM/AL/SC/WO/2017
		Appointment of academic coordinators	71.PM/TOR/AC/DEM-MM&HRM.a 71.PM/TOR/AC/DEM-PM.b
		Mentors	360.LESP/mentor/FBS/2016
		Evidence of scheduled meetings between students and academic staff	240.PDD/Min/FB/142,145
		Appointment letter of academic sub warden	132.PM/SW-Full Time/WO/2017
		Academic Sub warden list of	

		duties	361.LESP/ASW-LD/FBS/2017
		Field visits reports	106.PM/PSFV/DEM/2017 107.PM/FVR/DEM/2017 244.PDD/LM/FV/ FBS /2017
		Students Feedback Form & Report.	84.PM/SFF/FBS/2017 85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b
6.15 Co-curricular activities such as sports and aesthetic programmes conform to the mission of the Faculty, and contribute to social and cultural dimensions of the educational experience.	The faculty provides regular schedule to conduct the extracurricular activities specially sports and cultural programme, conference, FOBS week, English competition and publications.	The Prospectus Extra-curricular activities: First year students participated **"Fresher's Track & Field championship"** Students regularly participated **"Interfaculty athletic championship".**	6.PM/SHB/Pros/FBS/2015/16 123.PM/TS-IFF/FBS/2013

				125.PM/Sportsmeets/FBS
			Corporate plan/strategic plan.	
			Invitations-multi cultural activities	10.PM/SMP/VC/2016-2020
			Cricket Match - Staff versus Students	218.HP/invitations-MCA/SSDC/2016/17
			Newsletter	359.LESP/cricket match/FBS/2017
			Memorial Lectures	49.PM/Newsletter-02/OPF/VC/2017
			Certificates awarded for students in Imminent Marketer competition	362.LESP/ML/FBS/2016.a 362.LESP/ML/FBS/2017.b
			Award for Imminent Marketer	363.LESP/certificate-IM/FBS/2014.a 363.LESP/certificate-IM/FBS/2015.b

			364.LESP/award-IM/FBS/2014.a
			364.LESP/ award -IM/FBS/2015.b
6.16 Students are equipped with career management skills along with soft skills empowering them to make informed career choices through the CGU.	A compulsory course (ACU 1210 – Career guidance and soft skills development) has been designed to improve student's career managements skills. The faculty and career guidance coordinator conduct activities to enhance students' soft skills.	Course unit – Career Guidance and Soft skills development. Vavuniya Campus website_ Career guidance activities Photo Evidence of relevant career advisory activities. Program schedule of field visit Field Visit Reports.	365.LESP/DCC/CU&SSD/FBS/2017 366.LESP/Web/VC 367.LESP/Photo-Career advisory/FBS/2017 106.PM/PSFV/DEM/2017 107.PM/FVR/DEM/2017
6.17 Learning experience is enhanced through opportunities such as industrial placement/	The faculty organizes internship programs and it is compulsory for all the students to complete the degree program.	List of organizations agreed for students' internships MoU with SLIM	368.LESP/LOI_list Intern/DEM/2017 111.PM/MOU/SLIM/FBS/20

			16
internships/ work based placements		Dept. Records of Practical Training; Internship Training Diary & Performance Review Report.	104.PM/ITD&PRR/DEM/20 17
		Feedback from institutions	
		Faculty Board Minute	104.PM/ITD&PRR/DEM/20 17
			369.LESP/Minute-138/FBS/2015
6.18 The Faculty/Institute has internalized the policies on gender equity and equality and ensures that there is no direct or indirect sex discrimination/ harassment	The University of Jaffna established Centre for Gender Equity and Equality and each faculty represents in the centre. GEE policy manual explains gender equity and equality and faculty abides by the GEE policy. Staff of the faculty attend workshop on GEE. During orientation program for newly	GGEU Website Policy document on GEE and SGBV. Appointment letter of GEEC member for the Vavuniya Campus.	43.PM/Web/GEEC/UOJ 34.PM/GEE/UOJ/2017 370.LESP/Appointment-GEEC/UoJ/2017

	enrolled students, the GEE policy is clearly explained to the students.	GEEC-workshop report	325.TL/GEE-workshops/UOJ/2017
		Staff participation in the workshops	371.LESP/workshop-SGBV/UoJ/2016.,2017
		Workshop of Sexual Harassment	36.PM/SHW/CGEE/2016
		Orientation programme_GEE	
		Campus Strategic plan –GEE Activities	372.LESP/OP-GEE/FBS/2018 372.LESP/photo-OP:GEE/FBS/2018
		Workshop report on Ragging on SGBV	
			10.PM/SMP/VC/2016-2020 373.LESP/SMP/VC/2017-2021
			33.PM/SGVB/UOJ/2017
6.19 The Faculty/Institute	The faculty regularly collects the students'	Student satisfaction survey	84.PM/SFF/FBS/2017

regularly and systematically gathers relevant information about the satisfaction of students with the teaching programmes/ courses offered and support services and the information is used in improvement.	feedback and their satisfaction of courses offered and support services. Students feedback is assessed and discussed with individual staff members. Further, they are discussed in the department, faculty and IQAC meetings and the action plan has been prepared and discussed on its progress.	report Instrument and evidence of gathering data. Evidence of discussing the feedback in the meetings Evidence of prepared action plan of depts. based on feedback Teachers evaluation report	85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b 13.PM/Minute-155/API/FBS/2017 9.PM/AP/DEM/2018 76.PM/Evaluation Report/IQAC
6.20 The Faculty/Institute is proactive in counselling the students to facilitate their progression from one level of a programme to another and for qualifying for an award and employment/advanced study**.**	Career Guidance Unit (CGU) conducts training programs to guide the students. Faculty member of CGC promotes the students for their career development. The faculty has formal procedures for the honours degree students to choose three-year degree programme, when they have any issues.	CGU Website CGU conducting workshops Students attending workshops Documentary evidence of students' counseling service.	374.LESP/web-CGU/UoJ 176.HP/WS/CGU/2016,2015 375.LESP/photo-CGU/UoJ/2017;2016 376.LESP/Student counseling/VC/2017

		Newsletter.	
	Three-year degree also contains a selection of subjects as compulsory and optional units and writing a research oriented project report at the end of the year.	Faculty website and links.	216.HP/News Letter/VC/2017b
		Evidence of staff trained at SDC (Attendance sheet).	40.PM/Web/FBS
		Prospectus (Special degree requirement criteria & Awards criteria)	345.LESP/Attendence - SDC/2017
		Student's appeal regarding change of degree (Student request letter, Campus Board Memo &Faculty Board Minutes).	6.PM/SHB/Pros/FBS/2015/16
			377.LESP/RL-change spc/FBS/2016.a 377.LESP/CBM-stu appeal/FBS/2016.b

			377.LESP/Minute-147/FBS/2016.c
6.21 The Faculty/ Institute facilitates the students who do not complete the programme successfully to settle with the fall back options available.	The faculty provides mercy chances to the students who do not complete the programme within the expected number of attempts. The faculty board provides opportunity to change honours degree to three-year degree when the students face the problems.	Faculty Board minutes Student's Appeal-Campus Board Memo Senate Minutes The Students Handbook/ Prospectus.	286.CMDD/FB/FBS/VC/UJ/ 156/05 378.LESP/SM-S:428:5.1/FBS/2017 379.LESP/CBM-214/FBS/2017 6.PM/SHB/Pros/FBS/2015/1 6
6.22 The Faculty/Institute regularly monitors retention, progression, completion/ graduation rates, employment rates and per student cost in relation to national targets where available, and	The Faculty monitors retention, progression, completion rates of students and conducts survey about employment rates	Results of surveys of employment reports. Convocation booklet. Progression and completion rate of the students	256.PDD/List/EMP/ FBS/2005/2006-2007/2008 29.PM/Con-33/2017 380. LESP/PCRS/FBS/2017

remedial measures taken where necessary.			
6.23 Faculty/institute promptly deals with students' complaints and grievances, and deliver timely responses.	The faculty maintains formal procedures to response the students appeal and complaints. The campus board appoints committees for addressing complaints and grievances	Disciplinary by-laws for students_Student Charter Complaints received and actions taken Inquiry committee appointment Inquiry committee report and action taken	32.PM/Charter/UGC/2012 381.LESP/CR&Action/FBS/2017 382.LESP/Appointment-IC/FBS/2018 383.LESP/ICR&Action/FBS/2015
6.24 The Faculty networks with alumnus and encourage alumnus to assist students in preparing for their professional future.	The faculty maintains healthy relationships with alumni. The faculty website has alumini links and pass out students are registered and have regular get-together.	Evidence of campus alumnus. Office bearers for the vavuniya campus alumni Participation and organization of the Silver jubilee events.	275.PDD/Alumni/Web/FBS 384.LESP/OB-Alumini/FBS/2016

		Magazine (The Splendour)released by the Alumni	385.LESP/OB-Alumini/FBS/2016
		Minutes of the Alumni	386.LESP/Splendour/VC/2017
		Graduate Database	387.LESP/AL_Minute-01/VC/2016
			256.PDD/List/EMP/ FBS/2005/2006-2007/2008

Summary

The faculty ensures a student support conductive and caring environment providing opportunities to solve their problems. The faculty gets feedback regarding the learning support. The faculty organizes an orientation for newly enrolled students about examination rules and regulations, introduction to the university library, physical education, students' rights and laws against ragging and gender based violence. The faculty introduces a mentoring program for newcomers to guide the students. The departments adopt student centered learning approaches for self-directed learning. The faculty evaluates the student support services based on the information given by the students at the department meetings. The faculty and SDC organize workshops and training programs for the staff and the students about using learning resources and the staff members are provided with the opportunities to participate in professional programs. Each department maintains up-to-date records on student progress through CA marks, which includes various types of testing methods.

The Faculty Career Guidance coordinator organizes activities to enhance students' soft skills. Students undergo field excursions to enhance practical knowledge and participate in the internship programs. The students conduct various sports, cultural and aesthetic programs to

develop the socialization, ethnic cohesion and personality development. The faculty systematically gathers students' comments and their satisfaction of the courses offered. It maintains a formal procedure to constructively respond to the students' appeals and complaints. The alumnus actively interacts with the faculty staff and students and assists in faculty events.

7. STUDENT ASSESSMENT AND AWARDS

Standard	Claim of the degree of internationalization of best practices and level of achievement of standards	Documentary evidence to support the claim	Code no of the document
7.1 Assessment strategy of student learning is considered as an integral part of programme design, with a clear relation between assessment tasks and the programme outcomes.	Existing and revised curriculum consist of ILOs and assessment methods clearly. Exam papers and continuous assessment are set based in the way to test the ILOs, various assessment methods are applied in line with course objectives. The faculty adopts manual of procedures for the conduct of university examinations.	The Revised Curriculum - 1 Mapping of program outcomes and assessment tasks. - Exam Papers - Marking scheme - Random sample of answer scripts - Continuous Assessment Marks - Session plan	38.PM/CUS/BBM/FBS/2017a 38.PM/CUS/BPM/FBS/2017b 395.SAA/EP/DEM/2015-16 396.SAA/MS/DEM/2015-16 397.SAA/AS/DEM/2015-16 398.SAA/CAM/DEM/2015-16

		• Sample detail mark sheets	399.SAA/SP/DEM/2017
		• Final Marks Sheet	400.SAA/SDMS/DEM/2016
		• Verify recorded marks	401.SAA/FMS/DEM/2015-16
		• Specimen copy of released mark sheet	402.SAA/VRM/DEM/2016
		Manual of Procedures for the conduct of examination	403.SAA/SCRMS/DEM/2016-17
		Manual of examiners of university of Jaffna	
		Course Unit Lesson Plan-1	404.SAA/MEP/UGC/1983
			405.SAA/ME/UoJ/2004
			37.PM/CULP/DFA.a 37.PM/CULP/DEM.b 37.PM/CULP/Ent/DEM.c
7.2 Assessment strategy is	The revised curriculum the degree follows	The revised curriculum-1	38.PM/CUS/BBM/FBS/201

aligned to specified qualification/level descriptors of the SLQF and SBS and requirements of professional bodies.	SLQF standards and SBS.		7a 38.PM/CUS/BPM/FBS/2017b
		Course Curricula/Syllabi of courses	
		Exit Graduate Feedback Form and report	6.PM/SHB/Pros/FBS/2015/2016
		Curriculum revision committee meeting minutes. Composition of members in the committee and the composition of members in the design of BBM in Project Management and BBM.	181.HP/EGFSR/IQAC/2017 224.PDD/Min/CRC/2013,2014,2017
		Students' Feedback Form	84.PM/SFF/FBS/2017
		Student feedback report	85.PM/SFR/FBS/2017.a 85.PM/SFR/FBS/2017.b
		Mapping of SLQF, SBS and curriculum	406.SAA/Map/SLQF,SBS,Curr
		SBS Assessment Strategies	100.PM/SBS/Acc/UGC.b 100.PM/SBS/Mgt/UGC.c 100.PM/SBS/Eng/UGC.d
7.3 The Faculty/Institute	The faculty abides by the UGC and University	Manual of Procedures for the conduct of examination	404.SAA/MEP/UGC/1983

has procedures for designing, approving, monitoring and reviewing the assessment strategies for programmes (incorporating all aspects of training including industrial training, clinical training etc) and awards.	assessment procedures.

All curriculum development and examinations and practices are approved by Faculty board, Campus board and the Senate.

Internship training is a compulsory requirement for the honors degree of BBM in final semester. Gold medal is awarded for a best student from each honors degree of BBM programme in the annual convocation. | Manual of examiners of university of Jaffna

Minutes of the curriculum Development Committee

Internship Training Diary & Performance Review Report

Convocation Schedule – Gold Medal awarded

Graduate profile

Grading criteria of the UGC | 405.SAA/ME/UoJ/2004

219.PDD/Min/CDC/2013,2 014,2015,2016,2017

104.PM/ITD&PRR/DEM/2 017

29.PM/CON-33/2017

215.HP/GP/FBS

407.SAA/Gra./UGC/2008 |
| 7.4 The Faculty/Institute reviews and amends assessment strategies and regulations periodically as appropriate and remains fit for purpose. | In the revised curriculum, the assessment strategies have been revised and improved.

Continuous assessment marks for theoretical course units have been increased from 20 to 30 and the practical from 30 to 40, based on the recommendation given by the External Review | The Revised Curriculum - 1

Curriculum Development Workshop Report

Curriculum Development Committee (CDC) approval in the faculty board, senate and council. | 38.PM/CUS/BBM/FBS/201 7a
220.PDD/Report.CDW/201 3/2017

260.PDD/CDC/Aproval/201 4 |

	team in 2008. All the assessments' questions and answers are discussed in the class room. Academic coordinators have been appointed for monitoring the assessments.	Tutorial classes Appointment letter of Academic Coordinators Appointment of Curriculum Revision Committee and Minutes	408.SAA/Tut.Cls/DAF/2018 409.SAA/App.Lett/AC/2017 410.SAA/App.Lett/CRC/2018
7.5 The Faculty/Institute ensures the weightage relating to different components of assessments are specified in the programme / course specifications.	Different methods of assessment for each course unit are mentioned in the faculty prospectus. For example, theory and practical component of the course unit with separate credit allocation. Assessment methods and contents of each course unit have been informed to the students in the orientation programme. Assessment methods vary depending on the nature and contents of the course unit.	The Students Handbook/ Prospectus Credit Structure Continuous assessment marks Curriculum development committee minutes. Final Marks Sheet PowerPoint slides or orientation program	6.PM/SHB/Pros/FBS/2015/16(p.51-55) 6.PM/SHB/Pros/FBS/2015/2016(P. 23-29, 32-47) 398.SAA/CAM/DEM/2015-16 219.PDD/Min/CDC/2013,2014,2015,2016,2017 401.SAA/FMS/DEM/2015-16 411.SAA/PPS/OP/2018
7.6 The Faculty/Institute adopts policies and regulations governing the appointment of both	Appointment of external examiners are discussed in the departmental meetings, then, it is sent for the approval of the Faculty board and the Senate.	Manual of examiners (UoJ) Manual of Examination Procedures (UGC)	405.SAA/ME/UoJ/2004 404.SAA/MEP/UGC/1983

internal and external examiners and provides them with clear ToRs.	The faculty has common guidelines to appoint the examiners as instructed in the examination manual and by - laws of the University.	Mapping of list of examiners Dept meeting minutes – list of examiners Faculty board minutes – list of examiners Campus board minutes – list of examiners Senate Minutes-List of examiners Evidence for the examiners	412.SAA/Map/listofexaminers/2017 413.SAA//LOE/2018
7.7 Faculty/Institute ensures that the reports from external examiners are considered by the examination board in finalizing the results.	The IQAC prepared the moderation and second marking forms and all heads document the reports of second examiners and moderators. The faculty has not received any claims by external examiners. If the external examiners reported any claims, the examination board will be considered in finalizing the results.	Moderators Report Request letter of Second Markers Second marker's reports Request letter of Moderators Appreciation service of Moderators	414.SAA/MR/DEM/2018 415.SAA/RLSM/DFA/2018 416.SAA/SMReport/FBS/2018 417.SAA/RLM/DFA/2016 418.SAA/ASM/DFA/2015

		Mapping of Moderators comments incorporated in the final question paper.	419.SAA/Mod.Comm/DEM /2016-17
7.8 Students are assessed using published criteria, regulations, and procedures that are adhered to by the staff and communicated to students at the time of enrollment / recruitment.	Curriculum and assessment methods are clearly stated in the revised curriculum. The student counsellors and academic coordinators conduct workshops to the students and guide when students contact them.	Agenda of Orientation Programme PowerPoint Slides of orientation program Faculty Board Minute - Orientation Plan Appointment of student counselors Appointment of academic coordinators Induction Program List	47.PM/Agenda/OA/FBS/20 16 411.SAA/PPS/OP/2018 45.PM/Minute-140- 09/FBS/2016 130.PM/AL/SC/WO/2017 409.SAA/App.Lett/AC/201 7 152.HP/IPL/UOJ/2017

7.9 The Faculty/Institute ensures that staff involved in assessing the students are competent to undertake their roles and responsibilities and have no conflict of interest.	Exam papers are set by the confirmed and senior Lecturers. It has been moderated by the internal/external senior academics.	Examiners List	412.SAA/MAP/List of Examiners/2017
	Marking scheme is submitted by each staff for the first and second marking.	Random sample of answer scripts	397.SAA/AS/DEM/2015-16
		Marking scheme	396.SAA/MS/DEM/2015-16
		Evidence for Conducting Continuous Assessment	
			420.SAA/Evi.Ass/DFA/2016-17
		Request letter of Moderators Appreciation service of Moderators	417.SAA/RLM/DFA/2016
	SDC conducts workshops for newly recruited staff.		418.SAA/ASM/DFA/2015
	Individual staff takes responsibility for their respective course units' assessment. There is no any conflict of interest reported.	SDC workshops list	
			79.PM/SDC Workshops/2017
		Manual of examiners (UoJ)	
		Manual of Examination Procedures (UGC)	405.SAA/ME/UoJ/2004
			404.SAA/MEP/UGC/1983

| 7.10 Appropriate arrangements/adjustments/ facilities are made available by the Faculty/Institute regarding examination requirements for students with disabilities wherever relevant. | The faculty has been in the process to develop the accessibility of the infrastructure for the students with disabilities.

The faculty appoints students' counsellors to deal with the students who have the mental or psychological issues. The faculty is yet to fulfill the examination requirements for students with disabilities. | Photographic evidence

Appointment letter of Students Counselor

Appointment Letter - Senior Student Counselor | 304.TL/Photo-DAS/FBS

130.PM/AL/SC/WO/2017

131.PM/AL/SSC/WO/2017 |
|---|---|---|---|
| 7.11   Students are provided with regular, appropriate and timely feedback on formative assessments to promote effective learning and support the academic development of students. | To ensure effective learning and support the academic development of students, the faculty:
(a) Provides detail course content as well as session plan that contains formative assessments exam dates
(b) Provides timely feedback on formative assessments
(c) Uses feedback to promote student learning | Session Plan

In course assessment details

Assessment Marks on notice board

Use of student feedback to promote student learning

Students feedback | 399.SAA/SP/DEM/2017

421.SAA/ICAD/DFA/2016-17

422.SAA/AMONB/DEM/2015 -16

84.PM/SFF/FBS/2017
85.PM/SFR/FBS/2017.a
85.PM/SFR/FBS/2017.b |

		incorporated in the action plan	423.SAA/Corr.Ass/DFA/2018
		Corrrected assignments are returned to students	
7.12 The Faculty/Institute adopts well defined marking scheme, various forms of internal second marking (open marking, blind marking) and procedures for recording and verifying marks etc, to ensure transparency, fairness and consistency.	To ensure transparency, fairness and consistency in marking student's answer script, the faculty: (a) gives Prospectus that contains manual of examination procedures (b) prepares detail marking sheet to be used by first as well as second markers, to maintain consistency. (c) collects second marker's report to ensure fairness between markers. (d) checks marking recording and verifies mark- two internal staff members and department head.	Manual of examination procedures Sample detail mark sheets and student's answer scripts Second marker's reports Verify recorded marks Peer Evaluation Form Peer Evaluation Report	404.SAA/MEP/UGC/1983 397.SAA/AS/DEM/2015-16 400.SAA/SDMS/DEM/2016 416.SAA/SMReport/FBS/2018 402.SAA/VRM/DEM/2016 75.PM/Evaluation/IQAC 76.PM/Evaluation Report/IQAC
7.13 Graduation requirements are ensured in the degree certification	The faculty ensures the graduation requirements by: a) giving prospectus that contains graduation	Manual of procedures that contain graduation requirements	6.PM/SHB/Pros/FBS/2015/16

process and the transcript accurately reflects the stages of progression and student attainments.	requirements to students. b) preparing Comprehensive Result Sheet (CRS) to accurately reflect the stages of progression and student attainments.	Sample transcripts / Comprehensive result sheet	424.SAA/CRS/VC/2017
7.14 A complete transcript indicating the courses followed, grades obtained and the aggregate GPA/grades, and class (where appropriate) is made available to all students at graduation.	The faculty facilitates the students to attain graduations on completion of the programme by: a) providing detail mark sheet each semester b) conducting graduation each year. c) preparing Comprehensive Result Sheet (CRS) to accurately reflect the stages of progression and student attainments	Sample of complete transcript Evidence of students receiving transcripts at graduation	424.SAA/CRS/VC/2017a 424.SAA/CRS/VC/2017b
7.15 Examination results are documented accurately and communicated to students within the stipulated time.	The faculty maintains effective procedures to document examination results. These results are communicated to the students. a) Timely displaying student's assessment marks on noticeboard. b) Preparing marks sheet using MS Excel, maintaining free of any errors of addition or computation, and manually checking its correctness	Student's assessment marks on noticeboard. Evidence of ensuring accuracy in recording Mapping Evidence of timely issue of results	422.SAA/AMONB/DEM/2015-16 425.SAA/EEAIR/DFA/2016-17-a 425.SAA/EEAIR/DEM/2016-17-b 426.SAA/METIR/2016-17

	c) Checking marks recording and verifying marks- two internal staff members, and the department head.	Movement of marking examination papers	427.SAA/MMEP/DEM/2015-16-a
	d) Timely getting approval from Examination Board, Campus Board, and Senate		427.SAA/MMEP/DEM/2016-17-b
	e) Adapting UGC's Commission Circulat No: 978 to provide re-scrutinization of marks and grades of undergraduates.	Adapting UGC's exam re-scrutinization Circular	428.SAA/Re-scru/UGC/2012
	f) Calling applications from students for re-scrutinization of marks and grades of undergraduates.	Faculty board minutes- re-scrutinization	429.SAA/Minute-109/FBS/2012
7.16 The Faculty ensures that the degree awarded, and the name of the degree complies with the guidelines (qualification descriptor), credit requirements and competency levels (level descriptor) detailed in the SLQF.	The faculty ensures the standards of study programme to fulfil the SLQF norms: a) Revising the existing curriculum to meet the SLQF norms b) Regular Curriculum development and implementation.	Revised curriculum meets the SLQF norms. Meeting minutes of the curriculum development	430.SAA/RCM/SLQF/2017 219.PDD/Min/CDC/2013,2014,2015,2016,2017

7.17 The Faculty/Institute ensures the implementation of examination by laws including those on academic misconduct, and strictly enforces them according to the institutional policies and procedures, in a timely manner.	The faculty ensures the implementation of examination by laws by: a) giving prospectus that contains information of examination by laws. b) Implementing by-laws for the students who committed examination offences	Examination by-laws Evidence of Faculty staff and examination unit's awareness of the by-laws Mapping of Examination offences and decisions taken by senate sub-committee.	39.PM/ExBylaws/EX/2011 405.SAA/ME/UoJ/2004 404.SAA/MEP/UGC/1983 431.SAA/M.Ex.Offe/2015

Summary

Assessment of student learning has a central role in both programme design and in the learning environment of the student. During the programme design, Faculty of Business Studies (FBS) adapts rigorous assessment procedures and strategies to maintain standards of performance as prescribed in the Sri Lankan Quality Frame work. These assessment procedures and strategies is considered as an integral part of the programmme design with clear relationship between assessment tasks and programme ILOs. All the FBS's existing programmes ensure that University's Regulations, Rules, By-laws and guidance on assessment procedures are explicit, and consistent while ensuring confidentiality and integrity.

The FBS also perform reviews and amends assessment strategies and regulations periodically as appropriate and ensures those being fit for purpose. The updated assessment policies, regulations, and processes are made accessible to all stakeholders including students, academic staff, administrative staff, internal and external examiners. For example, student assessment and reward methods are available in the Faculty

prospectus which is issued to students in the inauguration ceremony for the First-year students. This prospectus consists all the details of the curriculum, assessment methods, grading system and examination regulations which are fulling the UGC requirements as well as Sri Lankan Quality Frame work. When it comes to the students learning environment, the FBS enables assessment as a tool to promote students learning to enhance students' academic development. The FBS's assessment strategies are linked to the ILOs and assessment practices are fair, valid, reliable, and feasible with provision for regular and prompt feedback on student progress. Information about assessment, including ILOs, assessment strategies, processes, methods and schedule of assessment tasks, and criteria for assessment is published in print and online and communicated to all students. This enable students to provide evidence of achieving the ILOs.

Student Assessment and reward methods are available in the Faculty prospectus which is issued to students in the inauguration ceremony for the First-year students. It is consisting all the details of the curriculum, assessment methods, grading system and examination regulations which are fulling the UGC requirements as well as Sri Lankan Quality Frame work. Various assessments methods are mentioning in the prospectus under each course unit to achieve the intended graduate profile of our students. Curriculum of BBM and Project management has been revised in 2017 / 2018 to incorporate the updated version of SLQF. Further, Faculty did not receive any examination marking laps to consider in the examination board from external examiners yet. Moreover, we wish to note that UGC is not sending any disabled students for our degree programme so far.

8. INNOVATIVE AND HEALTHY PRACTICES

Standard	Claim of the degree of internationalization of best practices and level of achievement of standards	Documentary evidence to support the claim	Code no of the document
8.1 The Faculty/Institute has established and operates ICT-based platform (i.e. VLE/ LMS) to facilitate multi-mode teaching delivery and learning.	To facilitate the multi- mode teaching delivery and learning, the Faculty established; (a) ICT based platform (b) Student Centered learning via using LMS (c) Uploading study material in LMS (d) Conducting workshops and training programmes for both staffs and students	Student Details for LMS Application LMS Initiation Activities LMS Staff and Students Training Programmes LMS Workshops Number of courses /documents uploaded into LMS	57..HP/LMSW/FBS/2013.a 432.IHP/LMS_IA/FBS/2015 293.CMDD/LMS/Users 293.CMDD/LMS/Users 433. IHP/LMS/VC-Sys_At/2015,2017
8.2 The Faculty /Institute encourages the staff and students to use OER to supplement teaching and	To encourage the open educational resources to both staffs and students the Faculty facilitated; (a) Workshops on incorporating ICT	Workshops on Incorporating ICT Components Allocating Funds for Academic	159.HP/ICT_SR_/ EB /2014 434.IHP/AFA/UGC-

learning.	components into curriculum	Staff	Cir.no.8/2015
	(b) Allocating funds for academic staff		
	(c) Collaboration with other higher educational institutions for undergraduate, post graduate and research/PhD scholarships	SDC Workshops	79.PM/SDC Workshops/2017
		UGC Scholarship Scheme	435.IHP/UGC/SS/2017-18
	(d) Conducting awareness programmes regarding OER	Scholarship Scheme by Other Institutions and collaborations with other organisations.	
	(e) Academic accountability and work model		436.IHP/SCOI/SECS/2017
		Academic Accountability and Work Model	
			333.TL/AAWM/FBS
		Students Assignments based on OER	
			437.IHP/SAB/EXAM/VC
		Past Dissertations are available in the departments for students' reference	
			247.PDD/Desert/FBS2017
		Free text books distribution for reference and study purpose.	438.IHP/FTDRS/LIB

		OER are accessible to the students and staff through library link.	183.HP/E-Catalog/VC
8.3 The Faculty/Institute recognizes complementarity between academic training, research and development (R&D), innovations, and industry engagement as core duties of academics.	(a) University grants for research and publications (b) Encouraging participations in local and international universities' conferences (c) Publications of research papers (d) Academic members are encouraged in outreach activities Consultancy, training, reviewer, chair of panel, resource person for various industries (e) SDC workshops	University Research and Publication Grants Circular Minutes of the Research Committee Meeting; Meeting of Annual Research Conference Annual Research Conference of Vavuniya Campus of the University of Jaffna Faculty Research Conference Reward - RCBS SDC Workshop on Office Administration and Regulations in the University Systems	439.IHP/URPG/Cir.no.3 440.IHP/RCM/Minute-33/2013 441.IHP/Meet/ARC/2011 323.TL/Report-VCIRS/VC/2017 321.TL/Proceedings/RCBS/FBS/2016 442.IHP/ARC/Reward/RCBS/2016

		SDC Workshop on Employee Orientation Training	79.PM/SDC Workshops/2017
		Public Outreach Programme for Government Officers	77.PM/CPD/UOJ/2017
		Consultancy works of academic staff	443.IHP/POPGO/VC/2013
		IQAC website – Staff Profile	444.IHP/CWAS/Nucleus/2016
		Students research forums	144.HP/IQAC-PSO/WEB-VC
			311.TL/SF/FBS/2015
8.4 The Faculty/Institute has established coordinating and facilitating mechanisms for fostering research and innovation and promoting community and industry engagement.	To facilitate mechanisms for foster research and innovation to promote community and engagement with industry, the Faculty; (a) Allocating funds in budget for academic development (b) Conducting annual research sessions (c) University grants for research and	Action Plan of the Faculty Annual Research Conference ofRCBS Minutes of the faculty- Approving	7.PM/AP/FBS/2016-2020 321.TL/Proceedings/RCBS/FBS/2016 445.IHP/Minute-

		publications	Research and Publication Grant	32,33/FB/2017
	(d) Linkages among state and international universities and encouraging the participation in international conferences	Minutes of Research Committee Meeting for Approving Research and Publication Grant	446.IHP/RCM/Minute-33/2013
	(e) Technical assistance and collaborative research and development projects	Funding proposals for research Centre for Research and Development	
	(f) Network with private professional institutions and developing the research knowledge of both staffs and students		447.IHP/CRD/UOJ/2015
	(g) Workshops and training programmes	SDC Workshop	79.PM/SDC Workshops/2017
		ICICVC Activities for community and industries	448.IHP/ICICVC-ACI/VC/2015
		ICICVC Report	
		Staff conference presentations and publications	449.IHP/ICICVC-REPORT/VC/2017 450.IHP/SCPP/VC/2017
8.5 The Faculty/Institute implements reward system to encourage	To encourage the academics' excellence in research and outreach activities, the Faculty; (a) Encourages staff to apply research grants	University Research and Publication Grants Circular Minutes of the faculty- Approving	439.IHP/URPG/Cir.no.3 445.IHP/Minute-

academics for achieving excellence in research and outreach activities.	(b) Implemented the reward scheme for excellence research (c) Filling the best research papers and keeping all in personal files (d) Best performing students are awarded gold medals at graduation.	Research and Publication Grant Minutes of Research Committee Meeting for Approving Research and Publication Grant List of Staff' Research;(Annual report) Convocation proceedings	32,33/FB/2017 446.IHP/RCM/Minute-33/2013 310:TL/ARS:/FBS/2017,2016,2014 29.PM/CON-33/2017
8.6 The study programme contains an undergraduate research project as a part of the teaching and learning strategy and encourages students to disseminate the findings.	To recognize the value of imparting basic skills in research, innovation and research communication to undergraduates, the Faculty facilitates: (a) The Study programme containing an undergraduate research project as a part of the teaching and learning strategy (b) Guidelines for research and projects study (c) Keeping records of all research and project study reports of pass out students for the future students' reference purpose. (d) Maintaining the records of the students'	Students Handbook/prospectus Student's Guideline to Project Study and Research Record of Students' Project Study Record of Students' Research Study Publications of Student Research	6.PM/SHB/Pros/FBS/2015/16 270.PDD/Project Study/FBS2017 451.IHP/RSPS/DEM 247.PDD/Desert/FBS2017 312.TL/SPIC/VC

		publications	Sessions and journals	
		(e) Students present their research findings in the students forums and in the other conferences and journals.	Proceedings of Student Forums	311.TL/SF/FBS/2015
8.7 The study programme contains an 'industrial' attachment/training as a part of the teaching and learning strategy; it is operationalized through formal partnerships with 'industrial' establishments/organizations	To strengthen the internship training, the Faculty facilitated: (a) Guidelines on 'Industrial Attachment' (b) Linkages with industries (c) Offering internships pragrammes for final year honours students (d) Conducting Job Fair (e) Conducting Career Fair	Faculty Prospectus List of Students Participated in Internship Training Programme; Training Offer letters sent by Industries Internship Diary Request Letter for Participating in Job Fair Career Fair	6.PM/SHB/Pros/FBS/2015/16 452.IHP/LSPITP/DEM/2008 453.IHP/TOL/BOC,Hayleys/ 2016/13 104.PM/ITD & PRR/DEM/2017 358.LESP/Career Fair/FBS/2014.a 358.LESP/Career Fair/FBS/2014.b
8.8 The Faculty/Institute has established and operationalized strong links	To recognize the value if exposing to the "world of work" during their undergraduate career, the faculty facilitated;	MoUs signed with; (a) Sri Lankan Institute of Marketing	111.PM/MOU/SLIM/FBS/2016 110.PM/MOU/SECSL/FBS/201

with various international, national, governmental and non-governmental agencies and industries, and uses such linkages to build the reputation of the institution and expose students to the 'world of work' and to promote staff and student exchange.	(a) Collaborations with outside agencies (b) Conducting programs to create awareness on these collaborations (c) ICICVC has agreements to collaborate with NGOs and government agencies to provide trainings to the community.	(b) Security Exchange Commission of Sri Lanka (c) Certified Management Accountants of Sri Lanka Awareness programs ICICVC agreements with NGOs and government agencies	6 236.PDD/MOU/CMASL/FBS/2016 207.HP/INVITATION/CGU/2015 454.IHP/UNDP/ICICVC-AGM/2016
8.9 The Faculty/Institute has diversified its sources of income to complement the grants received through Government by engaging in income-generating activities.	To generate the incomes, the faculty diversified the sources of income via; (a) ICICVC short courses (b) Agreement with NGOS and conduct certificate courses	ICICVC short courses Agreement with UNDP Internal Budget for UNDP Agreement with Child Fund Faculty board/campus board minutes	455.IHP/ICICVC-SC/VC/2013 109.PM/MOU/UNDP/FBS 456.IHP/IB/UNDP/2015 457.IHP/Agt/CF/2017 458.IHP//Minute-184/2015
8.10 The Faculty/Institute	The faculty haven't facilitated this kind of	Faculty Board Meeting	459.IHP/FB/Minute-

practices a credit-transfer policy in conformity with institutional policies that allows its students to transfer credits to another Faculty/ Institute or submit credits earned from another Institute to the Faculty concerned.	transfer facilities because of varying academic calendars between faculties and universities. However, at present 158th meeting of the faculty board, the staff members have proposed this facility.		158/2017
8.11 The Faculty/Institute promotes students and staff engagement in a wide variety of co-curricular activities such as social, cultural and aesthetic pursuits, community and industry-related activities, etc., and such pursuits are well supported with physical, financial and human resources.	To encourage the variety of co-curricular activities, the faculty promotes; (d) Inter university sports meets and Sports events (e) Developing all the infra structure facilities (f) All the cultural and societies programmes (g) Students talent shows (h) Faculty magazine (i) Field visits (j) Students excursion	Institutional Mechanism to Build Facilities Students Participation Inter Faculty Athletic Championship Request Letter for Inter Faculty Meeting Tentative Schedule for Inter Faculty Tournament Students' Requesting Letter for Community and Social Functions Invitations of Students' Social and Cultural Functions Faculty Newsletter	460.IHP/IMBF/SAB/2017 124.PM/SE-FOBSW/SU-FBS/2015 461.IHP/RLIFM/FBS/2017 462.IHP/TSIFT/FBS/2017 127.PM/RPL-CE/FBS/2017 218.HP/Invitations-MCA/SSDC/2017/16

		Faculty Magazine	216.HP/News Letter/VC/2017b
		Staff and students friendly match	315:TL/FOBS/FBS/2015
			359.LESP/Cricket-match/FBS/2017
8.12 Faculty/Institute encourages student participation at regional/national level competitions (such as IQ, innovation, sports, general knowledge, etc.) and rewards outstanding performers.	To encourage the students' participation in both regional and national, the faculty facilitated; (e) Giving rewards for the best performance (f) Encouraging students to participate at regional/national level competitions (g) Collaboration with other educational institutions (h) Acknowledge the students about the rewarding system via Faculty prospects	Acceptance letter from Outside Competition Organizers Notice to Participate at Outside Competition Rewards for Excellence of Students' Outside Participation Rewards for Excellence of Students' Interfaculty Competition Minutes of Faculty to Confirming MoUs for Encouraging the Outstanding Performers Faculty Prospects	463.IHP/ALOCO/ICMR/2016 464.IHP/NPOC/FBS/2013 363.LESP/Certificate-IM/FBS/2014.a 124.PM/SE-FOBSW/SU-FBS/2015 465.IHP/FB/Minute-138/2015

		List of Gold Medal Students and eligibility criteria	
			6.PM/SHB/Pros/FBS/2015/16
			466.IHP/LGMS/FBS/2015

8.13 The academic standards of the study programme is assured through regular revision of curriculum, close monitoring of its implementation and use of external examiners for moderation and second marking.	The faculty has ensured the standards of study programme by following;
	(a) Regular revision of curriculum
	(b) Regular curriculum development and implementation
	(c) Updated Faculty Prospects annually
	(d) Conducting examination board and updating examination related information
	(e) Following the By-laws related to examinations and giving enough awareness regards examination rules, punishment to students
	(f) Monthly department meeting and instruction to all the staffs regarding exam paper first and second marking and moderators and getting the staff feed back
	(g) Monthly departmental meeting deciding
		Curriculum Revision Committee Minutes:
		  (a) Progress Report;
		  (b) Payment of Honorarium for the Service to External Experts;
		
		Revised Curriculum
		
		By-laws relating to Examinations
		
		Faculty Prospects
		
		Minutes of Examination Board
		
		Department Minutes;
			467.IHP/CRC/FBS/Minute/2011,2012,2013,2014,2016,2017
			
			243.PDD/FBS/Comt/Sub.Exp
			
			38.PM/CUS/BBM/FBS/2017.a
			
			39.PM/EXBylaws/EX/2011
			
			6.PM/SHB/Pros/FBS/2015/16
			
			468.IHP/MEB/FBS/2016

	the external examiners	Examiners List	469.IHP/DEM/Minutes-45 &46/2017
			334.TL/L-Examiners/DEM
8.14 The Faculty/Institute implements a mechanism for the students who do not complete the programme successfully to exit at a lower level with a diploma or certificate, depending on level of attainment (fallback option).	The faculty facilitated the students who, do not complete the programme; (a) To exit at Diploma level (b) To exit at Higher diploma level (c) To exit at three-year degree program	Faculty Prospects General Convocation of Jaffna Brochure Campus Board Memo (Students appeal for mercy chance examination) Senate Memo (request for mercy chance)	6.PM/SHB/Pros/FBS/2015/16 29.PM./CON-33/2017 379.LESP/CBM-214/FBS/2017a 379.LESP/CBM-214/FBS/2017b

Summary

The innovative and healthy practices of the faculty lead to the enhancement of the quality of training and learning experience and the students' outlook. The FBS has established the operations of ICT-based platform (LMS) to facilitate multi-mode teaching delivery and learning. The FBS encourages the staff and students to use OER to supplement teaching and learning through collaborations, research and teaching methods. In addition, FBS recognizes complementarity between academic training, research and development (R&D), innovations, and industry engagement as core duties of academics. FBS established coordinating and facilitating mechanisms for fostering research and innovation and promoting community and industry engagement. FBS has successfully implemented reward system to encourage academics for achieving excellence in

research and outreach activities though implementing the reward scheme and filling the best research papers and keeping all in personal files.

Importantly, the study programme contains a research project as a part of the teaching and learning strategy and encourages students to disseminate the findings. Since the study progamme contains an undergraduate research project as a part of the teaching and learning strategy, guidelines for research and projects study, records of all research and project study reports of pass out students are maintained for the future students' reference purposes. The study programme contains an 'industrial' attachment/training as a part of the teaching and learning strategy; it is operationalized through formal agreements with 'industrial' establishments/organizations. By linkages with industries and offering internships pragrammes for students this can be fulfilled.

FBS has established and operationalized strong links with various agencies and industries. FBS promotes students and staff engagement in a wide variety of co-curricular activities such as social, cultural and aesthetic pursuits and so on. FBS also encourages student participation by giving rewards for the best performance, collaboration with other institutions and giving awareness program to students to instruct about rewarding system in faculty prospects. In addition, the academic standards of the study programme are assured through regular revision of the curriculum, close monitoring of its implementation and use of external examiners for moderation and second marking. FBS implements a mechanism for the students who do not complete the programme successfully to exit at a lower level with a diploma / higher diploma/three-year degree depending on the level of attainment.

Summary

This is the first time the Faculty of Business Studies hereinafter referred to as FBS joined in the Programme Review. It is a self reflective practice towards progressing a quality culture. The Self Evaluation Report of the FBS is directed towards BBM Honours degree program. The first curriculum revision of the Faculty of Business Studies was conducted in the academic year 2003/2004 followed by the revision in the year 2007/2008 and more recently in the academic year 2016/2017. The curriculum was designed in a way to incorporate the suggestions given by the subject review teams of QA and Quality Assurance Accreditation Council. Further, the credit values adhere to the common credit framework released by the UGC.

The administrative structure of the FBS is functioning in an effective and efficient manner in carryingout the duties. Further, the Master Plan along with the Action Plan of the FBS is organized in a way to progress towards achieving the Mission and Vision. Quality Assurance is considered to be utmost importance and the Faculty is vigilant on creating a quality culture. It ensures a strict adherence to the Faculty By-Laws and the guidelines imposed by the IQAC of the FBS. Moreover, the Faculty has a zero tolerance policy on ragging to maintain gender equity and equality.

The Faculty offers Bahelor of Business Management degree program with four specialisaions (Honours degree) along with BBM General (exit option) degree program and Bachelor of Business Management in Project Management Degree program (Three years special intake). Three Departments of the faculty namely, Department of Finance and Accountancy, Department of Economics and Management and Department of English Language Teaching together provide their contribution in running out the degree programmes. Academic programs are conducted by qualified academic staff with varying levels of qualifications including masters but not limited to. The recently recruited staff are encouraged to follow masters and induction program. Further, Staff Development Center is actively functioning in providing Continuous Professional Development programs to boost the productivity of staff and students as well. A dedicated computer lab is available consisting of seventy computers to conduct practical oriented IT related courses. Added to that, a separate IT lab is available powered by high speed internet for the students for web surfing.

The staff adopts student centered teaching approach to provide students opportunities to sortout their problems. Further, each and every staff member gets feedback from the students at the end of semester to identify the areas where they lack and excel in. Orientation programs are conducted for the freshers for two weeks providing them the foundation for their life at campus and outside the campus premises as well. Added to that, the Faculty monitors the outcome of the degree program via Graduate Exit Survey.

Student Handbooks are widely distributed to the students and uploaded in the Campus website as well. Handbooks are prepared in a way to provide hands-on-knowledge Faculty profile, offered degree programs, code of conduct, course structure, examination rules, welfare facilities and etc. Lecturers use LMS as their teaching methodology. Further, the academic staff are constantly contributing to community outreach activities via a cell named ICICVC. Final year students have to undergo six-months internship program. It provides them a pathway to their career and also a learning curve to experience and practice what they have learned during their Campus life. Moreover, students go for the field trips to get the practical knowledge on industries.

Students are considered to be paramount stakeholders of the Campus and the Faculty recognized that by taking each and every step in the best interests of students. The Faculty encourages conducting multi-cultural programs by the students as it promotes harmony and ethnic cohesion among the students.

Currently, the faculty is in the process of developing the proposals for creating the five departments by resolving the existing Department of Economics and Management. The proposed departments are Department of Business Economics, Department of Marketing Management, Department of Human Resource Management, Department of Project Management, and Department of Management and Entrepreneurship. The objective of developing the new departments is to enhance the quality of the each honours degree program through effective management.

Annexure

Graduate Profile of the Degree Programmes

The Students who have completed Bachelor of Business Management Degree programme have the ability to work as a team in a dynamic business environment. The graduates will have a wide array of skills ranging from leadership, problem solving, research ability, and analytical skills as soon as they complete their degree program. At the end of the business management degree programme the graduates shall exhibit theoretical and practical knowledge in Management, Marketing, Accounting, Finance, Human Resource Management, Business Economics, and Project Management and contribute to the sustainable development of our country.

Intended Learning Outcomes of the Degree Programmes

After completion of the programme our students are able to:

- employ theoretical and conceptual knowledge to identify and analyze business problems in national and global contexts

- identify the practices and techniques in project management

- analyse, plan, organize, and undertake effective leadership and executive decision making to successfully complete the projects in nationally and globally

- identify and analyze business and managerial problems

- gather, analyze, and evaluate business data and information and transform empirical data into useful and actionable information

- interpret and analyze complex business issues from multiple perspectives and critically review academic literature and other relevant information sources

- apply the proven theoretical and conceptual knowledge of national and global business challenges in multicultural contexts

- operate effectively within a multicultural team environment demonstrating teambuilding and intercultural communication skills

- communicate effectively in trilingual in oral, written and electronic formats using communication and information technology for business applications

- exercise initiative and take personal responsibility for ones own work in terms of timeliness, professional behaviour, personal motivation and planning skills in projects

Staff Profile of the Faculty of Business Studies

Dean

Dr. A. Pushpanathan

BBA (JAF), PG.Dip.in. Mgt (SJP), PhD in Management Science (Xiamen, China)

Senior Lecturer Gr. I in Management

Academic Staff

Department of Economics and Management

Head	Dr.Yogarajah Nanthagopan
	BBA Specialization in HRM (JAF), PGD in Marketing Communications (Singapore), MBA (RUSL), PGD in Applied Statistics (PDN), PhD (Bournemouth University, UK),
	Senior Lecturer Gr. II in Management
Senior Lecturers - Gr. I	Dr. Poongothai Selvarajan
	BBA (JAF), MBA (SJP), PhD in Management (JAF)
	Senior Lecturer Gr. I in Management
	Dr. Thampoe Mangaleswaran
	BBA (JAF), MBA (PDN), PhD in Management (Madras).
	Senior Lecturer Gr. I in Management
	Mr. Aruppillai Thayaparan
	B.A Special in Eco (JAF), M.Phil in Agri.Econ. (PDN), PGD in Applied Statistics (PDN)
	Senior Lecturer Gr. I in Economics
	Ms. Paulina Mary Godwin Phillip

	B.A (JAF), M.Sc. in Environmental Economics (PDN), Master of Economics (CBO), Senior Lecturer Gr. I in Economics
Senior Lecturers - Gr. II	Ms. Dhanushanthini Ajanthan B.Com (JAF), HNDA (ATI/ JAF), MBA (CBO). Senior Lecturer Gr. II in Marketing Management
	Mr. Sivapathavaviruthayar Thirugnanasampanthar BBA (UJA), MBA(PDN) Senior Lecturer Gr. II in Project Management
Lecturers	Ms. Thusyanthy Lavan BBA Specialization in Marketing Management (EUSL), MSc. in Management (SJP), Ph.D in Marketing (Reading, Queensland University) Lecturer in Marketing
Lecturers (Probationary)	Mr. Alexander Rukshan B.Sc (Wayamba), PG.Dip in IT (PDN), M.Sc in IT (UK), Reading PhD (Murdoch University, Australia). Lecturer (Probationary) in Computer Technology
	Mr. Thiraviyam Selvamalai B.A Special in Economics (JAF), MA in Development Economics (South Asian University, New Delhi) Lecturer (Probationary) in Business Economics
	Ms. Thevaka Suntharalingam B.Sc. (JFN) Lecturer (Probationary) in Applied Mathematics and Computing
	Ms. Mohamed Rafeek Fathima Aqeela BBA (UJA), MBA (Reading, SEUSL) Lecturer (Probationary in Human Resource Management)
	Ms. Sasitharan Mathivathany BA in Community and Regional Planning (CBO), Master of

	Spatial Planning (Awaiting Results)
	Lecturer (Probationary) in Project Management
	Mr. Sivarajah Harikaran
	BBA (HRM Spl., UJA), MBA (Reading, RUSL)
	Lecturer (Probationary) in Human Resource Management

Department of Finance and Accountancy

Head	Ms. Janaki Samuel Thevaruban
	B.Com (JAF), MBA (SJP), Reading PhD (CBO)
	Senior Lecturer Gr. I in Accounting
Senior Lecurer(s) - Gr. I	Dr. Koperunthevy Kalainathan
	B.Com (JAF), M.Com (KLN), PhD (AU- India).
	Senior Lecturer Gr. I in Commerce
Senior Lecturers - Gr. II	Mr. Tharmalingam Pratheepan
	B.Com (JAF), M.Sc (SJP).
	Senior Lecturer Gr. II in Accountancy
	Mr.Chandrasegaran Larojan
	BBM (JAF), MSc. in Managemnt (SJP)
	Senior Lecturer Gr. II in Accounting
Lecturer(s)	Mr. Jenanathan Aloy Niresh
	B.Com (JAF), MSc. in Management (SJP)
	Lecturer in Accounting

Department of English Language Teaching

Head	Dr.Jeyaseelan Gnanaseelan
	BA (JAF), PGD in Ed TESL (CBO), MA in Linguistics (KLN), M.Sc in Human Security (SJP), MA & MPhil in English (MKU), PhD in English (Madras), SEDA

	(UK) Accredited Teacher in Higher Education.
	Senior Lecturer Gr. I in English
Senior Lecturer(s) - Gr. II	Ms. Subajana Jeyaseelan
	BA (JAF), MA in Linguistics (KLN), MPhil (KLN), SEDA (UK) Accredited Teacher in Higher Education
	Senior Lecturer Gr. II in English Language

Academic Support Staff

Ms. S. Danoshana

Assistant Registrar / FBS

BBA (JAF), Reading MBA (CBO)

Non-Academic Staff

Dean's Office	Mr. Balasubramaniam Sujeevan
	Technical Officer Gr. II
	Mr.Satkunathas Venujan
	Laboratory Attendant Gr. III
	Mr.Balachandran Kandiah
	Labourer Gr. III
	Mr. Ratnam Sangaralingam
	Health Service Labourer Gr. I
Deprtment of Finance and Accountancy	Mr. Baskaralingam Miroshan
	Office Aid Gr. III
Department of Economics and Management	Mr. Perampalam Mohanakanth
	Clerk Gr. II
	Ms. Shanmuganathan Thanusuya
	Labourer Gr. III

Department of English Language Teaching	Ms.Shinthuja Selvakkathiravel Computer Applications Assistant
	Mr. R. A. Raveendran Labourer Gr. I