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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

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எனது இலக்கம்
My Number } UGC/ QAAC/ IR/01

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அஞ்சல் பெட்டி
Post Office Box } 1406

ඔබේ අංකය
உமது இலக்கம்
Your Number }

20, වෝඩ් පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව.
20, வாட்டு இடம், கொழும்பு 7, இலங்கை.
20, Ward Place, Colombo 07, Sri Lanka.

December 20, 2016

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Guidelines for Conducting Institutional Reviews (IRs) and Program Reviews (PRs)
in State Universities

The University Grants Commission intends to conduct the Institutional Reviews and Program Reviews for all State Universities and Higher Educational Institutes through the Quality Assurance and Accreditation Council, commencing 01/01/2017.

The cost structures and budgets for such reviews were approved by the UGC at its 951st Commission Meeting held on 20th October 2016.

Accordingly the approved payment structures by Universities for reviews are given in Annex 1.

Transport from residence to place of accommodation, food and lodging for the reviewers will be provided by the UGC.

The host University/Program is expected to provide local transportation from / to place of accommodation, and refreshments and lunch for the reviewers during the review period.

The total payment for any review should be made in advance of the review by the University/Study Program by a cheque payable in favour of the University Grants Commission. The cheque should be sent to the Quality Assurance and Accreditation Council within one month of the review request from the University/Study Program. A letter with details of payment (University name/Program name) should accompany the cheque.

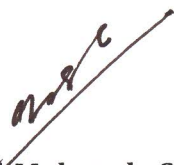
The schedule for IRs was confirmed as in Annex 2 at the 955th Commission meeting on 15th December 2016.

The schedule for PRs would be conveyed to Universities soon.

The overview of process of Higher Education Reviews (IR/PR) would be as in Annex 3.

Provisions of this letter are effective from 1st January 2017.

Please take necessary action accordingly.



Prof. Mohan de Silva

Chairman

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 7. Deans of Faculties
 8. Registrars of Universities
 9. Accountant / UGC
 10. Bursars of Universities
 11. Director/Internal Quality Assurance Unit of University
 12. Librarian / SAL / AL of the Higher Educational Institutions / Institutes
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 16. Govt. Audit Superintendents of Universities
 17. Snr. Asst. Int. Auditor / Asst. Int. Auditors of HEIs
 18. Secretaries of Trade Unions
 19. Auditor General

File No. UGC/ QAAC/ IR

Annex 1: Cost structures for Institutional Reviews and Program Reviews

Institutional Reviews

Universities with up to 5 Faculties
and/or Institutes and/or Campuses } - LKR 1,000,000.00

Per additional Faculty/ Institute/ Campus -LKR 200,000.00

Program Reviews

3 reviewers (General degree) -LKR 500,000.00

Per additional reviewer -LKR 150,000.00 *

* Additional reviewers may be decided according to the program content (1+3, 2+2 or 3+1)

Annex 2: IR schedule in Universities

Institutional Review of State Universities for 2017 to 2021

Year/Month	University
January to June 2017	University of Visual & Performing Arts
July to December 2017	Uva Wellassa University of Sri Lanka
	Rajarata University of Sri Lanka
	University of Sri Jayawardenepura
2018	Wayamba University of Sri Lanka
	University of Jaffna
2019	University of Moratuwa
	South Eastern University of Sri Lanka
	Sabaragamuwa University of Sri Lanka
	Open University of Sri Lanka
2020	University of Kelaniya
	University of Ruhuna
2021	Eastern University of Sri Lanka
	University of Colombo
	University of Peradeniya

Annex 3: Higher Education Review- Overview of Process (in weeks)

Stages in IR and PR

SER (Evidence) → Desk based analysis → Review visit → Report → Action plan

University/Program request to QAAC for review	-	-24 wk
Reviewers appointed by UGC	-	-20 wk
Preparatory meeting (video conferencing)	-	-18 wk
SER received at QAAC, Document upload/sent to reviewers	-	-16 wk
-		
Desk-based analysis begins by each reviewer	-	-12 wk
Desk based report sent to QAAC with any request for additional information	-	-9 wk
University/Program uploads additional evidence	-	-6 wk
First team meeting among the reviewers (video conferencing)	-	-4 wk
Review visit	-	0 wk
Key findings letter to QAAC	-	+2 wk
Draft report to QAAC and sent to Universities	-	+6 wk
University/Program comments on draft report	-	+9 wk
Report published	-	+12 wk
University/Program publishes action plan	-	+22 wk