**Format for the IR/PR Review Report**

1. To have a common cover page
* Photo of university or faculty
* University logo on left
* UGC logo on right
* Cover page colour to be light blue
* Details of the PR/IR on top with the year and dates of review
* Names of reviewers in center
* Name-UGC and QAC bottom

2. To have a content page to include relevant pages of each Section and Criterion (1-10/1-8)

3. Each main Section (1-8) to be in a new page. Each main Section heading to be aligned centre and subheadings left aligned

4. Font and size

* Times New Roman font 14 (bold) for main Section headings
* Times New Roman font 13 (bold) for sub-headings
* Times New Roman font 12 for text in paragraphs

5. Colour of letters

* Main headings and subheadings – blue
* Text in paragraphs - black

6. Spacing

* Main Section headings and text – 3.0
* Subheadings and content – 2.0
* Paragraphs – 1.5
* Sentences in paragraphs – 1.15

7. Numbering of tables and figures

 Have the number of the section and relevant number of the section: 1.1, 2.3

8. Capitalization in text

 Suggest: follow instructions described in relevant websites

9. Maximum number of words: 6000 – 8000 without annexures

10. Spiral bound hard copy

**Program Reviews - 2018**

**conducted by the**

**Quality Assurance Council**

**University Grants Commission, Sri Lanka**

**Key Findings**

1. **University :**
2. **Faculty :**
3. **Program :**
4. **Review Panel :**
5. **Site Visit Dates :**

**Background:**(Half Page)

* When the Program was started:
* Number of Students in Faculty at present- breakdown in years:
* Maximum Capacity of Students allocated by University Grants Commission in the last 4 years:
* Number of batches graduated through the program from its inception

**Criteria 1: Programme Management**

* **Strengths:**
* **Weaknesses:**

**Criteria 2: Human and Physical Resources**

* **Strengths:**
* **Weaknesses:**

**Criteria 3: Programme Design and Development**

* **Strengths:**
* **Weaknesses:**

**Criteria 4: Course / Module Design and Development**

* **Strengths:**
* **Weaknesses:**

**Criteria 5: Teaching and Learning**

* **Strengths:**
* **Weaknesses:**

**Criteria 6: Learning Environment, Student Support and Progression**

* **Strengths:**
* **Weaknesses:**

**Criteria 7: Student Assessment and Awards**

* **Strengths:**
* **Weaknesses:**

**Criteria 8: Innovative and Healthy Practices**

* **Strengths:**
* **Weaknesses:**

**Criteria Performance**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Criteria** | **Weighted minimum score\*** | **Actual criteria wise score** |
| 01 | **Programme Management** | **75** |  |
| 02 | **Human and Physical Resources** | **50** |  |
| 03 | **Programme Design and Development** | **75** |  |
| 04 | **Course / Module Design and Development** | **75** |  |
| 05 | **Teaching and Learning** | **75** |  |
| 06 | **Learning Environment, Student Support and Progression** | **50** |  |
| 07 | **Student Assessment and Awards** | **75** |  |
| 08 | **Innovative and Healthy Practices** | **25** |  |
|  | **Total on a thousand scale** |  |  |
|  | **%** |  |  |

**Grade:**

**Signature Page: to be inserted after the cover page in the review report**

**University:**

**Faculty:**

**Program:**

**Review Panel:**

|  |  |
| --- | --- |
| **Name** | **Signature** |
|  |  |
|  |  |
|  |  |

**Date:**