Programme Review
Department of Information Technology
Faculty of Management Studies and Commerce
University of Sri Jayawardenepura
2nd to 6th December 2018

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Quality Assurance Council
University Grants Commission

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Section 1. Introduction

1.1 University of Sri Jayawardenapura

Vidyodaya Pirivena was granted university status by the Vidyodaya Act No. 45 of 1958. The Vidyodaya University was opened in a grand manner on 16th February 1959. It was renamed as University of Sri Jayewardenepura in 1978. Currently the university has seven Faculties, namely, Faculty of Humanities and Social Sciences, Faculty of Applied Sciences, Faculty of Management Studies and Commerce, Faculty of Medical Sciences, Faculty of Graduate Studies, Faculty of Technology and Faculty of Engineering. In addition, the University has a Postgraduate Institute of Management.

1.2 Faculty of Management Studies and Commerce (FMSC)

The Faculty of Management Studies and Commerce (FMSC) was established in 1959 with two study programmes, Business Administration and Public Administration. In 2001, the FMSC was restructured establishing 10 service Departments instead of two line departments. The Department of Information Technology and Decision Sciences was one such department established in 2001. At present, Faculty of Management Studies and Commerce (FMSC) has 12 academic departments that offers 12 unique undergraduate Special Degree Programmes in the management and accounting disciplines namely B.Sc. in Accounting (Special), B.Sc. in Business Administration (Special), B.Sc. in Business Administration (Business Economics) (Special), B.Com (Special), B.Sc. in Operations and Technology Management (Special), B.Sc. in Entrepreneurship (Special), B.Sc. in Estate Management and Valuation (Special), B.Sc. in Finance (Special), B.Sc. in Human Resource Management (Special), B.Sc. in Business Information Systems (Special), B.Sc. in Marketing Management (Special), and B.Sc.in Management (Public) (Special). The Faculty also conducts postgraduate programmes including MBA, MSc, and PhD programmes, external general degree programmes, certificate courses and diploma programmes in the fields of management and accounting.

The Faculty of Management Studies and Commerce is closely linked to industrial, commercial and academic establishments locally, nationally and internationally. Faculty is also engaged with research activities by way of conducting research conferences, publishing a journal and publishing research articles by the academic staff.

1.3 Department of Information Technology and Decision Sciences

The Department of Information Technology and Decision Sciences was established in 2001 with restructuring of the FMSC. In December 2007, the Department was split into two separate departments – namely Information Technology and Decision Sciences to facilitate the development of the separate disciplines. The Degree Programme Business Information Systems is offered under the Department of Information Technology renaming the Degree programme as B.Sc. in Business Information Systems (Special) Degree.

1.4 Infrastructure Facilities

The department is located at the Soratha Building of the university. The department office is equipped with necessary infrastructure, furniture, and other equipment to provide support to both lecturers and students of the department. Each staff member has his/her room with necessary facilities for studying, research, and meeting with students. BIS students have access to library facilities both online and offline, free Wi-Fi and technical support from Information Technology Resource Center (ITRC). Students also have a resource centre for group activities, and also for various activities performed by their Students' Association.

1.5 B.Sc. in Business Information Systems (Special) degree

The degree programme is focused to provide sound theoretical and practical knowledge in the two disciplines of Management and Information Systems. By combining these two prominent disciplines, this programme will equip the students with cutting edge business management skills as well as information systems skills to work, manage and succeed in any business.

The curriculum of the B.Sc. in Business Information Systems (Special) degree has been designed to meet the requirement of SLQF Level 6. The study programme consists of 121 credits and it includes both an internship training programme and a research study. The programme covers four academic years of learning. An academic year consists of two semesters. All undergraduate students enrolled in the Faculty of Management Studies and Commerce are required to follow a common curriculum in management in the first three semesters of study.

1.6 Student Enrolment

The number of students in the Department during the past five years is given in Table 1. 1.

Table 1. 1. Number of students following BSc in Business Information systems

Academic year	Year 1			Year 2			Year 3			Year 4		
	Male	**Female**	**Total**	**Male**	**Female**	**Total**	**Male**	**Female**	**Total**	**Male**	**Female**	**Total**
2017/2018	22	27	49	22	26	48	20	29	49	32	22	54
2016/2017	22	26	48	20	29	49	32	22	54	39	32	71
2015/2016	20	29	49	32	22	54	39	32	71	53	29	82
2014/2015	32	22	54	39	32	71	53	29	82	26	26	52
2013/2014	39	32	71	53	29	82	26	26	52	30	23	53

The students are enrolled by the University Grants Commission and the annual intake of the students was 50. The numbers registered during the academic years from 2014 to 2018 are

54, 49, 48, 49 and 45 respectively. Since its inception in 2007, 08 batches have graduated from the B. Sc. in Business Information Systems (Special) Degree.

1.7 Academic, Academic Support and Non–Academic Staff

The staff of consists of 21 academics comprising 12 Senior Lecturers (including one Professor, five PhD holders and six with post graduate qualifications), 01- Computer Instructor and 08 Temporary Assistant Lecturers. The actual student staff ratio is 25: 1 (excluding those on study leave). Further, the department has 02 non-academic staff members.

1.8 Response of the Faculty to Previous Programme/Subject Review

The Department has undergone a subject review in 2009. In total, forty two weaknesses have been highlighted under eight criteria. The Department has considered the weaknesses and attended to almost all satisfactorily improving the quality of the Degree Programme. Alignment of curriculum with SLQF guidelines (2015), incorporation of IT in first two years, introducing elective courses, increasing usage of LMS, academic counselling, tracer studies, formalizing peer observation and student feedback are some of the actions taken to improve the quality of the Degree programme.

Section 2. Observations on the Self Evaluation Report (SER)

The Self-evaluation report (SER) submitted by the Department of Information Technology (DIT) of the Faculty of Management Studies and Commerce (FMSC), University of Sri Jayewardenepura is a comprehensive document and has been prepared as per the guidelines given in the Manual for Review of Undergraduate study programmes of Sri Lankan Universities and Higher Education Institutions published by University Grants Commission in 2015. SER had been written by a team duly appointed by the Department. However, the QA coordinator and Head of the Department were responsible for overall guidance and supervision. In addition, a consultant appointed by the FMSC has directed the staff through all procedures in preparing the reports and documents.

During the site visit, it was observed that all the staff attached to the Department of Information Technology had contributed for the SER preparation. This participatory and collaborative effort was also reflected in the continuous support received by the Review Team during the entire site visit and was appreciated by the Team. All staff of the Faculty and department were aware of the importance of the Review Process and contributed and responded in a positive manner to requests made by the Review Team for information and documentation.

The Faculty has established an Internal Quality Assurance Cell and a Coordinator for department has been appointed. Corporate Plan and Action Plan were also presented to the reviewers during the site visit. The SER demonstrates the degree of internalization of best practices by the Department/Faculty/University and the level of achievement of Standards set out under eight Criteria prescribed in the PR Manual. Documentary and other evidence made available to the Review Team were well organized and compiled in a user-friendly manner allowing Review Team to refer and cross refer the documents easily. The Review Team also requested some documents which were not made available to them and were promptly provided by the SER team. The confidential documents kept under the custody of the HOD were also provided for the observation of the team.

The SWOT analysis included in the SER is limited to one page, highlighting only three weaknesses but covers the important aspects related to BIS Degree Programme. The Degree programme was well aligned with the mission, goals and objectives of the Corporate Plan of the University. The graduate profile was included in the SER and the it is evident that the Student- Centered Learning (SCL) and Outcome Based Learning (OBL) approaches were adopted by the programme. The standards and quality of the programme was also aligned well with the SLQF.

The recommendations given in the previous Subject Review conducted in 2009 and the actions taken to rectify the weaknesses indicated were also included in the SER. As observed

by the Review Team the Department has attended to almost all the weaknesses indicated in the previous subject review.

Section 3. A Brief Description of the Review Process

The review process commenced with a training given to Programme Reviewers by the QAC at the UGC on programme review process on 14/02/2018. Then a pre–review meeting was held on 21/06/2018 and the SERs of the respective degree programmes were distributed to the selected reviewers for desk evaluation. The assigned Review Team members (03) have conducted desk evaluations on respective SER individually based on the evidence listed therein. A pre-site visit meeting was held on 31/07/2018 for the reviewers at UGC allowing the Review Team to meet and discuss the marks given individually. The site visit was scheduled by the UGC and the Chair of the Review Team has communicated with the Dean of the Faculty, Head of the Department and the Coordinator of the SER writing team of the respective Degree Programme to make the necessary arrangements for the site visit.

The Review Team visited the University during the period 2nd December 2018 to 6th December 2018 to review the Degree Programme on BIS. The Review Team met at the room assigned to them and planned the activities according to the schedule of the site visit prepared by the University (Annexure 01). The Review Team first met the Dean/Faculty of Management and commerce who made a detailed presentation on the current status and performance of the faculty. This was followed by a meeting with the Head/ DIT and SER writing team where presentations were made by the HOD and a member of the SER team. All the presentations were highly informative on the academic programmes, procedures and QA mechanisms of the Department. Then the team met the Vice Chancellor/J'pura University and had a very interesting and productive discussion with him regarding the transformations that had occurred in the J'pura University and the strategies followed by the Vice Chancellor to make them a reality. The Review Team also had meetings with the student counsellors/Mentors, ICT staff and ELTU staff; Administrative staff, Technical officers and non-academic staff; Chair and the members of the IQAC and the students on the second day and a meeting with the Alumni, Past students, visiting lecturers and Employers on the third day. Undergraduate students were selected randomly representing different levels excluding first years who were just incoming. Both current students and Alumni have expressed their satisfaction regarding the quality of teaching, available facilities (both academic and welfare) and the services provided by the Department/Faculty/University. The Review Team discussed the relevant details regarding the degree programme at each of these meetings and the information received was valuable for review and the meetings were highly satisfactory.

During the visit the Review Team visited various facilities and centers. The Review Team visited the IQAU and met the D/IQAU and the staff there. The IQAU is well established and functioning well. Then the team observed the ICT facilities of the Department and the Library where the facilities are commendable. The team visited Career Guidance Unit, SDC, Centre for Gender Studies, Sports facilities and Hostels to meet the Directors and to observe the facilities. Except for the GEE center which is newly established, other facilities are highly satisfactory and functioning well. During the meetings the team discussed the progress of

each center/unit and the difficulties they face and observed the facilities. The panel also visited student canteens, University Medical Centre, DELT, Physical Education Department and Gymnasium to observe common facilities and discuss with the relevant officials. The attendance in the meetings and the site visits made by the Review Team are given in Annexures 02 and 03.

The Review Team observed a teaching /learning session and a practical session conducted at the ITR Center. The facilities available at the ITRC for teaching/learning process are commendable and the Review Team was satisfied with the teaching/learning methods adopted.

The Review Team scrutinized the documents made available to them to verify the documentary evidences as given in SER. The evidence were organized well in a user-friendly manner facilitating the review process. Some evidence which were confidential were submitted separately by the H/DIT later, on the request of the Review Team. All the additional information, requested by the Review Team in order to verify certain processes and practices, were provided promptly by the coordinator and the SER writing team.

The wrap–up meeting was held on the 5th of December with the presence of Vice Chancellor and academic staff members of the Department to conclude the review. During the meeting the reviewers conveyed their views, observations and findings to the members of the faculty. A very productive and positive discussion on improving the quality of the programme was carried out after the presentation of the Review Team and the Review Team has been able to clarify some issues.. After the site visit the key findings and the final report was submitted to the QAC of the UGC.

The Review Team is highly satisfied with the arrangements made by the DIT to facilitate the conduct of the review visit and the hospitality extended to the Review Team during their stay by the H/DIT, the Coordinator of the SER and the SER writing team. All of them were pleasant and highly cooperative in the process.

Section 4. Overview of the faculty's approach to quality standards

The IQAU of the University is well established and all the relevant documents including By-Laws, and Policy manual were available. The IQAU is functioning well and facilitated the preparation of SER. The Faculty IQAC is also functioning well, comprise two members representing each Department (Head and another staff member) and have regular monthly meetings chaired by the Dean/FMSC. The D/IQAU attends these meetings as and when needed. Quality Assurance is a compulsory agenda item in the Department meeting, Faculty Board and the Senate. IQAC function in line with the guidelines of IQAU, and actively engaged in collecting feedback from the students, peer observation process and preparation of templates and course outlines. They have also conducted awareness programme on SER process with the support of a consultant. DIT has well experienced and qualified academic staff members to conduct a quality academic programme. SDC provides adequate training for the new recruits.

DIT has adopted SLQF guidelines in preparation of the curriculum and the course modules are prepared following SLQF. The course contents, learning activities and assessments are designed aligning with the course ILOs and mapped with PLOs. The SP promotes student centered teaching, self-directed and collaborative learning, creative and critical thinking, interpersonal communication and teamwork. DIT has incorporated OBE and SCL in to the study programme and has well equipped ITRC to facilitate OBE and SCL. Almost all the courses are core courses except two elective courses offered in the third year. The Review Team recommends introducing more elective courses in the curriculum. An independent research study and an internship in Information systems are offered to students in the fourth year as a part of teaching and learning strategy exposing them to the world of work. It was also noted that the curriculum is still a loose copy and the team recommends finalizing and producing a bound copy for the use of the DIT.

Section 5. Judgement on the eight Criteria of programme Review

5.1 Programme Management

Strengths:

- Faculty's organizational structure is adequate for effective management of core functions
- Action plan is up to date and being monitored regularly.
- Faculty prospectus, student handbook (all three languages) and orientation hand books are available and distributed among all new entrants on the first day
- The faculty web site is up to date and well-organized LMS system is available for supporting teaching and learning purposes.
- Adopting SLQF and incorporating OBE and SCL in the study programme.
- Facilitating leisure, sports and cultural activities for students.
- Adequate health care services for students.
- Well-established student counselling and mentoring system.

Weaknesses:

- No evidence on adoption of systematic mechanism for stakeholder consultation
- No evidence on adopting work norms for academic staff
- Student Charter not available but most of the relevant information included in the student handbook
- No mechanism for staff performance appraisal system (other than annual increment for of the lecturers).
- No policy and procedure to conduct student satisfactory surveys and employer surveys on regular basis
- No evidence supporting internalizing student feedback and stakeholder feedback

5.2 Human and Physical Resources

Strengths:

- Once the current recruitment processes are completed, adequate academic staff members will be available to conduct the academic programme.
- Induction training provided through SDC to the new recruits.
- Well-established lecture halls and IRTC with more than 600 PCs available for teaching/learning
- Library facilities commendable.
- BCU offering English Courses at pre-orientation, credited courses, complimentary sessions and certificate course.

- Organizing many social and multi-cultural events to promote harmony and cohesion among the students.

Weaknesses:

- No HRD plan
- No mechanism to obtain stakeholder feedback in systematic way for implementation of OBE-SCL.

5.3 Programme Design and Development

Strengths:

- Adopted a participatory approach at key stages of programme planning, design and development and review through a curriculum development committee.
- Programme confirms to the national needs and reflects the global trends
- Programme complies with SLQF standards and SBS to a greater extent for Management and contains a well-defined graduate profile.
- Curriculum is enriched by incorporating core and two elective courses which facilitate professional, interdisciplinary, and multidisciplinary practices.
- The programme is duly approved by the Faculty Board, University Curriculum Development Committee, the Senate and the Council of the University.
- The programmes ILOs are aligned with the graduate profile and are realistic, deliverable and feasible to achieve.
- OBE and SCL concepts are inculcated during programme design and development to some extent (Ex: Compulsory internship programme).
- MoUs with Microsoft, Monash University and other local and foreign collaborative associations.
- Updated faculty prospectus

Weaknesses:

- Incorporation of feedback from external stakeholders and employer/professional satisfaction survey into study programme is not sufficient.
- The programme reviewed during the visit does not comply with the SLQF with respect to the title of the award.
- No standard fall back option at present other than the external Degree.
- Tracer studies on employability rates and student satisfaction is not sufficient.

5.4 Course / Module Design and Development

Strengths:

- Courses are in compliance with SLQF credit definition and designed to reflect latest developments and practices in the field of IT and management.

- Courses promote creative and critical thinking, independent and lifelong learning, communication, interpersonal and team working skills.
- Course design and development takes into account the needs of the differently abled students
- Students complete the courses within stipulated time
- Incorporation of student-centred teaching strategies in course design and development.
- Relevant media and technology have been integrated into the course design.

Weaknesses:

- No Senate approved template is used for course design and development.

5. 5 Teaching and Learning

Strengths:

- Teaching and learning strategies are based on the Faculty mission and curriculum requirements
- The faculty provides course specifications and time tables before the commencement of the course
- Use of blended learning and collaborative learning to maximize student engagement with the curriculum.
- Teachers adopt both teacher-directed and student-centred learning methodologies.
- Teachers adopt innovative pedagogy and incorporate ICT into teaching learning practices.

Weaknesses:

- No mechanisms to identify and reward teachers who excel in teaching.

5.6 Learning Environment, Student Support and Progression

Strengths:

- Student-friendly administrative, academic and technical support system.
- Induction programme is conducted for all incoming students.
- Guiding the students to optimally use the available student support services.
- The faculty has appropriate infrastructure, delivery strategies and academic support services to meet the needs of differently abled students
- The good library services (opens at 5.00 am) and ICT-led tools to facilitate students
- Use of library and information resources is integrated into learning process.
- Active academic/social interaction between the Faculty and students.
- Students are encouraged through co-curricular activities such as sports and aesthetic program.
- Students are provided with good soft skills training

- Learning experience is enhanced through internships and field visits.
- The faculty networks with the alumnus to assist students in preparing for their professional future (Casual Friday programme)

Weaknesses:

- No evidence on tracer studies, employer surveys and Student Charter
- Evidence of monitoring outcomes being used for improvement of the programme
- No proper training evident (Ex: Library)
- No prompt and constructive feedback about students' performance.
- Insufficient evidence on follow up on the progression of students by the faculty and feed back

Criteria 7: Student Assessment and Awards

Strengths:

- Assessment strategy of student learning is considered as an integral part of programme design
- The Faculty reviews and amends the assessment strategies periodically.
- Faculty/Department ensures the weightage relating to different components of assessments.
- Students are assessed using published criteria, regulations, and procedures and those are communicated to students at the time of enrolment.
- Transcripts are available for the students
- Examination results are communicated to students within the stipulated time
- Implementation of examination by-laws including those on academic misconduct, and strictly enforcing them according to the institutional policies and procedures, in a timely manner.
- Competent staff involved in assessing the students with no conflict of interest.

Weaknesses:

- No clear policy on OB programme design
- No reports from external examiners and second examiners
- No systematic procedure for using the student feedback to promote student learning.
- No policy of dealing with differently abled students

Criteria 8: Innovative and Healthy Practices

Strengths:

- The faculty has established and operates ICT-based platform to facilitate multi-mode delivery and learning.
- University has adopted several coordinating and facilitating mechanisms for fostering research
- Reward system to encourage academics for achieving excellence in research activities.
- Undergraduate research projects and internship programme as a part of the teaching and learning strategy and students are given Rs.5000.00 to carry-out the project.
- Strong collaboration with various international, national, governmental and non-governmental agencies and industries
- A wide variety of co-curricular activities such as social, cultural and aesthetic pursuits, community and industry-related activities for students and staff.

Weaknesses:

- No Faculty Board approved policy for using OER.
- Document reflecting Faculty policy and strategy on R&D not provided.
- Internship programme is a 3 months programme (not adequate according to students)
- No income generating activities
- No University approved policy and guidelines for fall back option

Section 6. Grading of overall performance of Programme

Performance of the programme in eight criteria are shown in the Figure 1 against the minimum scores and tabulated in Table 1. The programme has earned more than minimum score in all eight criteria earning Grade A for the overall performance.

Table 1. Actual criteria wise scores obtained by the programme for eight criteria

No	Criteria	Weighted minimum score*	Actual criteria wise score
01	Programme Management	75	127.8
02	Human and Physical Resources	50	77.8
03	Programme Design and Development	75	122.9
04	Course /Module Design and Development	75	126.3
05	Teaching and Learning	75	115.8
06	Learning, Environment, Student Support and Progression	50	76.4
07	Student Assessment and Awards	75	123.5
08	Innovative and Healthy practices	25	41.7
	Total on a thousand scale		812.2
	%		**81.22**

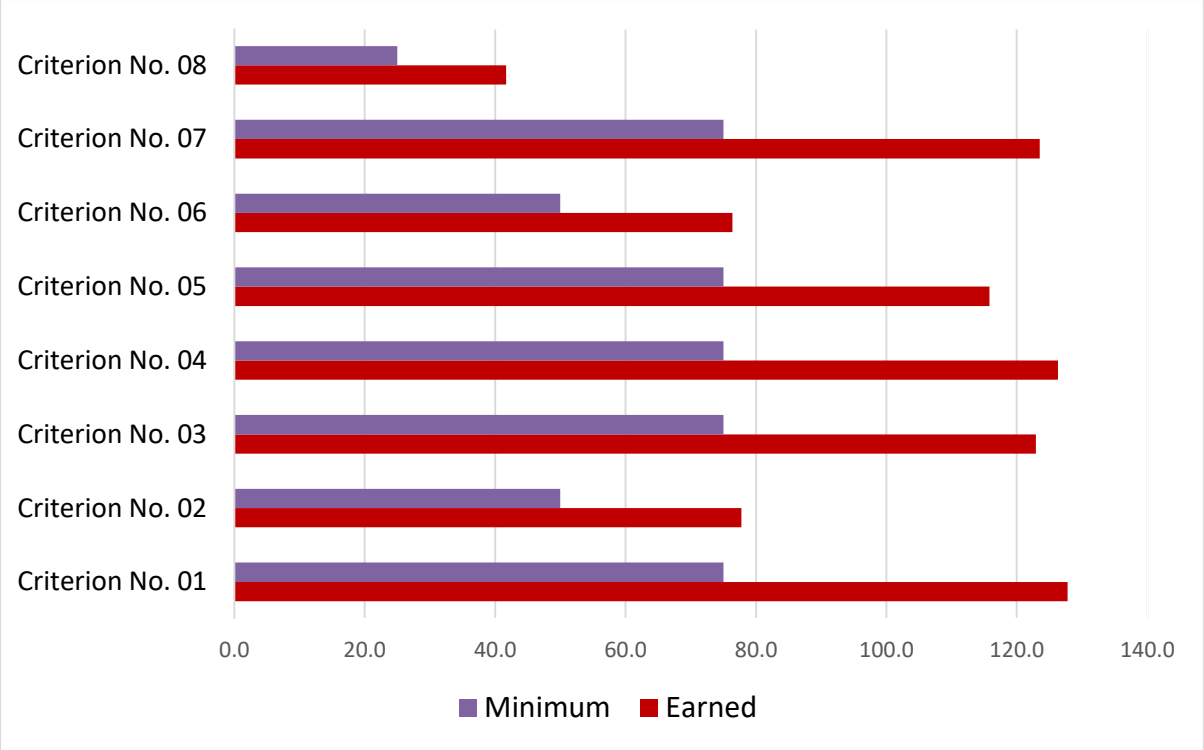


Figure 1. Scores earned by the programme in eight criteria against minimum score

Grade: A (very good)

Section 7. Commendations and Recommendations

Review Team observed that the faculty has established and operates ICT-based platform to facilitate multi-mode delivery and learning, and it has well-established lecture halls, IRTC, modernized Library facilities, and well established BCU etc. Faculty web site is also up to date and a well-organized LMS system is available for supporting teaching and learning process.

Degree programme complies with SLQF standards and SBS to a greater extent for Management and it confirms to the national needs and reflects the global trends. Curriculum is enriched by incorporating core and elective courses which facilitate professional, interdisciplinary, and multidisciplinary practices. Adopting SLQF and incorporating OBE and SCL in the study programme are also commendable.

It was evident that the Faculty prospectus, student handbook and orientation hand books are distributed among all new entrants on the first day, which is extremely important for the new students to get to know the essentials of the degree programmes of the Faculty. Organizing many social and multi-cultural events to promote harmony and cohesion among the students is highly commendable. Strong collaboration with various international, national, governmental and non-governmental agencies and industries is also praiseworthy.

While accepting most of the good practices internalized by the Faculty (and the Department) to their degree programme, following are the areas to be considered for further improvements across all the programmes to provide quality, efficient and effective teaching and learning environment to the students.

- Since the stakeholder consultation and employer surveys are desperately important to enhance the quality of a degree programme, it is an area for the Department to consider designing a systematic mechanism for stakeholder consultation and employer surveys on regular basis.
- Developing a strong policy on standard fall back option needs to be discussed seriously at the Faculty level.
- An appropriate policy (and procedure) is to be developed to conduct student satisfactory surveys on regular intervals.

- Incorporation of feedback from external stakeholders and employer/professional satisfaction survey into study programme is not sufficient. Internalizing student feedback and stakeholder feedback to the degree programme may provide excellent, efficient and effective teaching and learning environment for the students.
- The current graduate profile need to be strengthened with both generic and subject specific attributes to match the dynamic system and the national and international labour markets
- Tracer studies on employability rates and student satisfaction is not sufficient. It is an area to be considered for further improvements across the degree programme.
- Developing an appropriate mechanisms to identify and reward teachers who excel in teaching is also vital.

Section 8. Summary

Department of Information Technology of Faculty of Management Studies and Commerce, University of Sri Jayawardenepura programme review site visit was successfully conducted from 02nd to 06th, December 2018. The schedule consisted of Stakeholder meetings, observation of facilities, evaluation of documentary evidences, observations of classroom teaching and final wrap up meeting with the high-level management including Dean of the Faculty, Head of departments, academic staff and administrative staff on key findings.

Review panel started its review process on 02nd evening with a pre-review meeting where site visit plan was scheduled. The meetings were conducted with Director/IQAU, Vice Chancellor, Deputy Vice Chancellor, Dean, Registrar, Bursar, Heads of Departments, Senior Academics, Probationary staff, Administrative staff, technical and academic supportive staff and students.

The library, ICT laboratories, SDC, Student welfare centre, ELTU, gymnasium and student canteen were observed with interactions with key responsible persons. The documentary evidences were evaluated at programme level for the degree. Followed by this second day evening the Review Team further discussed the strengths and weaknesses in individual programmes for the overall agreements of quality standards in individual programmes. Final day of the site visit, the team attended the teaching sessions of degree programmes.

According to the evaluations, the degree programme reported the programme management at the highest satisfaction out of the 8 criteria. However, Human and Physical Resources, Learning Environment, Student Support and Progression, and Innovative and Healthy practices are at marginal satisfactory level.

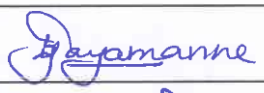
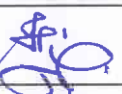
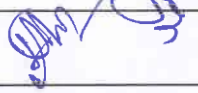
Finally, the team would like to appreciate the support given by the UGC, QAAC, and University of Sri Jayawardenepura. We sincerely hope that our comments will help in improving the quality of the Special degree programme of Department of Information Technology of Faculty of Management Studies and Commerce, at University of Sri Jayawardenepura.

University: University of Sri Jayawardenepura, Gangodawila, Sri Lanka

Faculty: Faculty of Management Studies and commerce,

Program: B. Sc. In Business Information systems (Special)

Review Panel: Prof. S.C. Jayamanne (Chair)
Dr. Aminda Methsala Perera
Dr. Athambawa Jahifer

Name	Signature
Prof. S.C. Jayamanne	
Dr. Aminda Methsala Perera	
Dr. Athambawa Jahifer	

Date: 6th December 2018

ANNEXES

Annex 01-Site -Visit Program

Program Review – B.Sc. in Business Information Systems (Special) Degree
Department of Information Technology
Faculty of Management Studies and Commerce (FMSC)
University of Sri Jayewardenepura

Dates: 02nd – 06th December 2018

03rd December - Monday (1st Day)			
Time	**Event**	**Participants**	**Venue**
8.00am - 8.30am	Private Meeting of Reviewers		Meeting Room at FMSC
8.30am - 9.00am	Meeting with Dean, FMSC	The Dean of FMSC, Head of the Department	Dean's Office - FMSC
9.00am - 9.30am	Meeting with the Vice Chancellor	The Vice-Chancellor, the Dean of FMSC, Head of the Department	The Vice-Chancellor's Office
9.30am - 10.30am	Presentation by the Department Followed by a Discussion (Working Tea)	Head of the Department, Academic Staff of the Department	Old Board Room - FMSC
10.30am – 11.00am	Meeting with Academic Staff	All Academic Staff Members	Old Board Room - FMSC
11.00am – 11.30am	Meeting with Director of IQAU	Director of IQAU	Office of the Director of IQAU
11.30am – 12.00pm	Observing ICT facilities of ITRC/FMSC	Coordinator ITRC and Staff	ITRC
12.00pm – 12.30pm	Observing Facilities of Library	Librarian and Staff	Library
12.30pm – 1.30pm	Lunch		
01.30pm – 04.00pm	Observation of Documentary Evidence (Working Tea)	Chair of IQAC / Relevant staff.	Meeting Room at FMSC

04th December - Tuesday (2nd Day)			
Time	**Event**	**Participants**	**Venue**
8.00am – 9.00am	Meeting with Students Counsellors/Mentors, Staff of ICT and Staff of ELTU	Counsellors, Mentors, Coordinator ITRC and Staff, Coordinator Business Communication Unit and Staff	Old Board Room - FMSC
9.00am – 9.30am	Meeting with Administrative Staff, Technical Officers and Non-Academic Staff	SAR, AR, SAB, AB, Technical Officers and Non-Academic Staff	Old Board Room - FMSC
9.30am – 10.00am	Meeting with the Chair and Members of IQAC	The Chair and Members of IQAC	Old Board Room - FMSC
10.00am – 10.15am	Tea Time		
10.15am – 11.00am	Observing Teaching/ Learning session – Theory Session		FMSC Lecture Hall
11.00am – 12.00pm	Meeting with Students	Students	Old Board Room - FMSC
12.00pm – 1.00pm	Lunch		
1.00pm – 3.00pm	Observing Available Facilities of the Program (ICT, Hostel, Library, Differently abled Students, Sports, etc.)	Department QA Coordinator / Relevant staff.	
3.00pm – 3.15pm	Tea Time		
3.15pm – 4.00pm	Observation of Documentary Evidence	Chair of IQAC / Relevant staff.	Meeting Room at FMSC

05th December - Wednesday (3rd Day)			
Time	**Event**	**Participants**	**Venue**
8.00am - 9.00am	Meeting with Alumni, Passed Students, Employers and Visiting Staff	Representatives of Alumni Associations / Representatives of the cooperate sector who provide internship and/or job opportunities	Old Board Room - FMSC
9.00am – 10.00am	Observation of Documentary Evidence	Chair of IQAC / Relevant staff.	Meeting Room at FMSC
10.00am – 10.15am	Tea Time		
10.15am – 12.00pm	Observation of Documentary Evidence	Chair of IQAC / Relevant staff.	Meeting Room at FMSC
12.00pm – 1.00pm	Lunch		
1.00pm – 2.00pm	Observing Teaching/ Learning session – Practical Session		ITRC Lab 6
2.00pm – 3.00pm	Private Meeting of Reviewers		Meeting Room at FMSC
3.00p – 3.15pm	Tea Time		
3.15pm – 4.00pm	Debriefing & Wrap-up Meeting	Dean, Heads of Departments, All Academic staff members Chair of the IQAC, representatives from the Academic Support Staff	Old Board Room - FMSC

06th December - Thursday (4th Day)			
Time	**Event**	**Participants**	**Venue**
8.00am - 12.00pm	Observation of Documentary Evidence /Preparation of the Report by Reviewers (working tea)	Chair of IQAC / Relevant staff.	Private Meeting Room at FMSC
12.00pm – 1.00pm	Lunch		
1.00pm – 4.00pm	Preparation of the Report by Reviewers (working tea)		Private Meeting Room at FMSC

Annex 02- Records of Attendance in meetings conducted

Faculty of Management Studies and Commerce

Programme Review – 2018

Department of Information Technology

Date: 2018.12.03

No	Name	Signature
1	PDK Amitha Kumara	
2	Dr. Aruna Kumara - Dean	
3		
4		
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Programme Review 2018

Bachelor of Science in Business Information systems
Department of Information Technology
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

Title of the meeting: Meeting with D/IQAU & staff Date: 03-12-18

Time: 9.00 - 9.30 Venue: IQAU office

No.	Name	Designation	Signature
01	Sir M J Senavirathne	Director, IQAU	
02	Ms R M Amarathunga	Secretary / IQAU	
03.	Shashiprabha Senanayake	Research Assistant / IQAU	
04.	Tharushika Dimanjalee	managment Assistant - IQAU	

Programme Review 2018

Bachelor of Science in Business Information systems
Department of Information Technology
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

Title of the meeting: Presentation by the department followed by a discussion (Head and member of the Dept) Date: 2018/12/03

Time: 10.14 – Venue: New Boardroom

No.	Name	Designation	Signature
1	K.S.L. Gunawardena	Senior Lecturer.	
2.	T. N. Jayasinghe	Senior Lecturer	
3.	P.H.A.B. Shantha	Senior Lecturer	
4.	W. M. N. Bandara	Senior Lecturer	
5.	S.M. Samarasinghe	Senior Lecturer	
6	C. Hewagamage	professor	
7	D. Kulathunga	Senior Lecturer	
8	W. D. N. Prasad	Senior Lecturer	
9.	W.W.C.S. Witharana	Instructor Technology	
10.	P.D.B. Athurupane	Temporary Assistant Lecturer	
11.	WMDNB Samarakoon	Temporary Assistant Lecturer	
12	Devaka J. Panchihewa	Senior Lecturer	
13	G.K.M Lakmali	Temporary Assistant Lecturer	
14.	G.D.T.D. Chandrasiri	Temporary Assistant Lecturer	
15.	P.D.I.C.A Kumara	HOD	

Programme Review 2018

Bachelor of Science in Business Information systems
Department of Information Technology
Faculty of Management Studies and Commerce
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Title of the meeting: Meeting with Academic Staff Date: 2018/12/03

Time: 12.50 – Venue: New Board room

No.	Name	Designation	Signature
1	K.S.L Gunawardena	Senior Lecturer	
2.	T. N. Jayasinghe	Senior Lecturer	
3.	W. M. N. Fernando	Senior Lecturer	
4.	S.M. Samaraweera	Senior Lecturer	
5.	C. Hewagamage	Professor	
6	D. Kulathunga	Senior Lect	
7	PDCA Ranaweera	ITCD	
8	D. S. Ranchini	Senior Lecturer	

Programme Review 2018

Bachelor of Science in Business Information systems
Department of Information Technology
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

Title of the meeting: Observation of facilities of the Library

Date: 2018/12/03

Time: 1.30 –

Venue: Library

No.	Name	Designation	Signature
01	N. Wijayasundara	Librarian	
02	K.W.A.M. Konpola	senior Asst. Librarian	
03	PDKA Kamara	HOD - DIT	
04	W. M. N. Fernando	Senior Lecturer - ITD	
05	C. Hewagamage	Professor - DIT	N.T.C Fonseka

Programme Review 2018

Bachelor of Science in Business Information systems
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Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

Title of the meeting: Observation of Facilities of the ITRC

Date: 2018/12/03

Time: 2.00pm

Venue: ITRC

No.	Name	Designation	Signature
01	K.G. Kurupp	Instructor	
02	D.J. Gunasinghe	Instructor	
03	W.M.N. Fernando	Senior Lecturer - ITD	
04	C. Hewagamage	Professor - DIT	
05	PDKA Ilangarathne	HOD	

Programme Review 2018

Bachelor of Science in Business Information systems
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Title of the meeting: Meeting with student counsellors/ Mentors; staff ICT and staff ELTU

Date: 2018/12/04

Time: 8.00 – 9.00

Venue: Old board room

No.	Name	Designation	Signature
01	P.H.A.B. Shantha	Coordinator ITRC	
02	K.A.D.S.M. Kalugampitiya	Instructor (Com Tec.) Grade II	
03	Sepali Bamunusinghe	(Senior Lecturer Gr. I) Coordinator BCU	
04.	S.M. Samarasinghe	Senior Lecturer (Mentor)	
05	KLSL Abeywickrama	Instructor Grade I (Com. Tech)	
06	Saparamadu AADP	Senior Lecturer (Mentor)	
07	I.A Kaviratne	Lecturer (Prob)	I. Kaviratne
08	U.A.N.U. Ariyadasa	Snr. Lecturer (Gr. I)	
09	G.A.T. Kaushalya	Lecturer	
10	D.M.E. Wedage	S. Lecturer	
11.	G.N. Jayasinghe	S. Lecturer	
12	(Dr (Mrs) U.K. Thalgaspitiya	Deputy Proctor	

Programme Review 2018

Bachelor of Science in Business Information systems
Department of Information Technology
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

Title of the meeting: Meeting with Administrating staff, Technical Officers and non academic staff

Date: 2018/12/04

Time: 9.00

Venue: Old board room.

No.	Name	Designation	Signature
1.	S.D.D. HIRANTHI	SAR FMSC	
2.	K.I. Malalgoda	AR / FMSC	
3.	M.A.P.P. [illegible]	DB / Supplies FMSC	
4.	K H U D W Kumara	SAB/Finance-FMSC	
5	K.G. Wijesooriya	T.O. FMSC	
6.	T. Sanjeewa Polgolla	MA/Dept of IT	
7	H [illegible]	[illegible] IT	
8.	R.A.D.S. Chandrakumara	Technical Officer	
9.	N.M.I.B Wanasinghe	Technical officer	

Programme Review 2018

Bachelor of Science in Business Information systems
Department of Information Technology
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

Title of the meeting: Meeting with the Chair and Members of IQAC

Date: 2018/12/04

Time: 9.20 –

Venue: Old board room

No.	Name	Designation	Signature
	J. Ediri singhe	IQAC/COD/FMSC	
	D D Nimal	Ass. Coordinator	

Programme Review 2018

Bachelor of Science in Business Information systems
Department of Information Technology
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University of Sri Jayewardenepura

Title of the meeting: Meeting with Students Date: 2018/12/04

Time: 10.41 — Venue: Old board room

No.	Name	Designation	Signature
01	M.D.M Perera	3rd year.	
02	G.N. Tharanga.	~~Hic~~ 3rd year.	Tharanga.
03	P.B.L.T.S. Senevirathna	3rd year	
04	R.V.J. Rathnasinghe	3rd year	
05	D.M.A Indeewara	2nd year	
06	M.H.D.L. Thissera.	4th year	
07	D.S. Karunanayaka	4th year	Dulanjai
08	U.D.P.M. Ekanayake	4th Year	Pradeepika.
09	H.A Achini Maduwanthi	2nd year	
10	S.M.H.H.K. Abesinghe	2nd year	Hansini.
11	L.A.M.E. Jayanthi	3rd year	Malshi
12	T.D.S.K. Wijesinghe	3rd year	
13	E.M.C.D. Pothumuna	3rd year	
14.	D.S.S. Jayasinghe	3rd year	
15.	P.M. Varuna Lakmal	3rd year	Varuna.
16-	A.M.L. Sampath	3rd year	

17	K.A.P.S. R. Kumara	4th Year	
18	W.G.A.D. Sasmitha	4th year	
19	H.G.C.S Gijethilalee	4th Year	
20	W.R.L. Fonseka	3rd year	
21.	S.M.S.K. Bandara	2nd year.	
22.	T.M.M.H. Tennakoon	2nd Year	
23.	P.G.G.S. Ranasinghe.	2nd Year.	
24.	L.I. Assalaarachchi	2nd Year	
25.	F.Z. Shireen	2nd year	
26.	T.A. Rambukwella	2nd Year	
27.	S.R. Fonseka	2nd Year	
28	K.D.D.M. Jayarathna	2nd Year	
29	J.M.P.K Jayakodi	3rd year	

Programme Review 2018

Bachelor of Science in Business Information systems
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Faculty of Management Studies and Commerce
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Title of the meeting: Debriefing & Wrap-up Meeting Date: 2018/12/05

Time: 4.00 Venue: Old board room

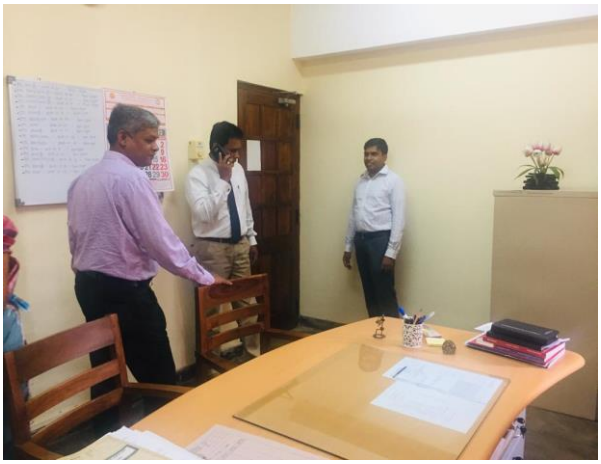
No.	Name	Designation	Signature
01	J. Edirisinghe	QA Coordinator / FMSC	
02.	P.H.A.B. Shantha	Snr. Lecturer	Shantha.
03.	S.M. Samaraesinghe	Senior Lecturer	
04.	G.D.T.D. Chandrasiri	Temp. Assistant Lecturer	Thanuli
05	G.K.M Lakmali	Temp Assistant Lecturer	
06	T.N. Jayasinghe	S. Lecturer	
07	Devaka J. Ruchithe	S. Lecturer	
08.	W.M.D.N.B. Jayarakoon	Temp. Assistant Lecturer	
09	W.W.C.S. Withanawa	Com. Instructor	
10	W.D.N. Prasad	S. Lecturer	
11	P.A. Deyalage	Temporary Assistant Lecturer.	
12	K.P.K.H. Silva	Temp. Assistant Lecturer	
13	K.S.L. Gunawardena	Senr Lecturer.	
14.	W.M.N. Fernando	Senior Lecturer	
15.	P.D. Nimal	IQAC	
16	C. Hewagamage	professor	

	D. Kulathunga	Senior lecturer	[signature]
	G. Amara Kumar	[illegible]	[signature]
	PDKA Kamara	HOD	[signature]

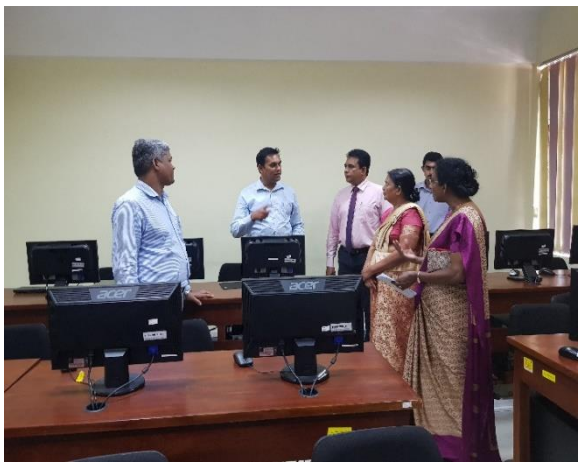
Annex 03: Program Review Site Visit Photographs

English Activity Room

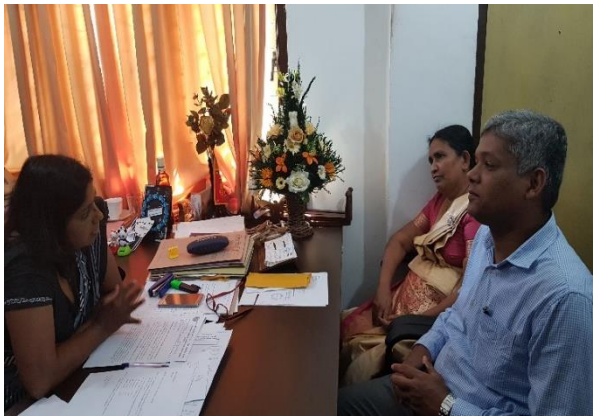
Culture Centre



Visit to Department of IT



IT Lab



Student Welfare Center

Student Counselling Center

Meeting with Industry Alumni Employees

Meeting with Library

Meeting with Students

Meeting with the Vice Chancellor

Wrap-up Meeting

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