



Program Review Report
Program Reviews - 2018
Bachelor of Commerce (Honours)
Faculty of Management Studies and Commerce
University of Jaffna
1st – 4th October 2018



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Quality Assurance Council
University Grants Commission, Sri Lanka

University: University of Jaffna

Faculty: Faculty of management studies & Commerce

Program: Bachelor of Commerce (Honours)

Review Panel:

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Date: 04.10.2018

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Section 1. Brief introduction to the Programme

The Bachelor of Commerce Degree was initially commenced in 1977 under the Department of Economics, Faculty of Arts and this department was renamed as Department of Commerce with effect from 18th of December 1983. Consequently, the same department was expanded into Department of Commerce and Management Studies from 1st of January 1986. Further, the Department of Commerce and Management Studies was segregated into two separate Departments viz: the Department of Management Studies and the Department of Commerce on 1st of September, 1994. All these departments were functioning under the Faculty of Arts.

As a new addition to the University of Jaffna, the Faculty of Management Studies & Commerce (FMSC) was established on 29th May 1999. During the restructuring process of FMSC in 2011, the department of commerce of the FMSC became non-existent since it was segregated into four departments namely, Department of Accounting, Department of Finance, Department of Human Resources and Department of Marketing. All four departments were offering four special degrees under the departments' respective names. However, University Grants Commission approved to re-establish the department of Commerce in 2012 and the department started to offer Bachelor of Commerce Honours Degree with two specialization areas as follow.

1. Bachelor of Commerce Honors Degree in Accounting & Finance
2. Bachelor of Commerce Honors Degree in Business Technology Management

At present, the students enrolled to the department of Commerce are required to follow a common curriculum with 62 credits in the first two years of study for the purpose of providing basic knowledge in Business studies. Students are given an opportunity to select one of the two specialization programmes from the first semester of the third year. The minimum number of students for both specialization degrees is limited to 25% of the total intake. Students are selected for Honours degree in accounting and finance on the basis of their preference and performance in two co-courses (financial accounting and cost accounting & business finance) of the first two year common programme. Similarly, students are selected for Honours degree in business technology management based on the performance of them in IT Applications in Business and Data Base Management courses. The Table 1.1 shows the allocated number of students to the department of commerce for the last four years. Only one batch of students (45) has graduated in year 2017 from the inception of the programme.

Table 1.1: Maximum Capacity of Students allocated by University Grants Commission in the last 4 years:

Year	Requested number	Allocated number
2012/2013	100	56
2013/ 2014	100	63
2014/ 2015	150	106
2015/ 2016	150	81
2016/ 2017	150	98
Total	550	393

(Self- Evaluation Report, 2018, FMC, University of Jaffna)

Section 2. Review team's observations on the Self Evaluation Report

The Self Evaluation Report of the Cluster 1 has been prepared according to the guidelines of the PR manual. The Dean of the Faculty and the coordinator of the IQAC undertook various measures to prepare the SER, gaining support of the academic staff members, with their other commitments. The contribution of junior staff (probationary and temporary) is high in preparation of SER than the senior academics. The Department of Commerce identifies the importance of the evidence-based SER for considering the strengths and weakness. IQAU and IQAC have worked committedly for the preparation of SER and a quality bound SER could be produced. It may take time to bring a satisfactory level in quality procedures in the Department of Commerce. Further, sense of accountability on quality procedures is being inculcated in the minds of academics. The matters relevant to SER were initiated by the Faculty Board before the submission of SER. Likewise, views of all stakeholders were considered in SER preparation.

The SER report includes a number of best practices. On the other hand the report did not consist of some evidence of documents for several criteria. Moreover, the report provided strengths, weaknesses, opportunities and threats (SWOT) considering the analysis of the existing study programme. The Faculty Handbook comprised the graduate profile which has to be further improved with details of the curriculum. The review team understood that the Department of Commerce may consider adhering to the process of the Sri Lanka Qualification Framework (SLQF) soon. The subject benchmark statement is available for Commerce, even though it is not familiar with the staff.

The review team had many meetings (Pl see the annexed) during the review visit in the FMC of University of Jaffna. After these meetings and observations, the review team could comprehend the real situation of the Department of Commerce which had been represented in the SER as much as possible. However, the SER had some controversial information in a few sections in contrast to the observations at the site visit. The SWOT analysis for each criterion would have helped to internalize more efficiently the standards. Relevant necessary documents were provided by each discipline for observation as evidence for their achievements. However, there was no information in the SER about the follow up on subject reviews conducted in the departments a few years ago.

Section 3. A brief description of the Review Process

A standard Program Review was conducted by the review team following the guidelines provided in the Manual for Review of Undergraduate Study Programmes of Sri Lankan Universities and Higher Education Institutions (UGC, December 2015). The quality of education of the Faculty of Management Studies & Commerce, University of Jaffna, was reviewed according to the aims and learning outcomes given in the SER of the Department of Commerce.

The review focussed on the eight criteria described in the Manual for Reviewing Undergraduate Study Programs of Sri Lankan Universities and Higher Education Institutes by University Grant Commission, Sri Lanka. The eight criteria focussed were:

- Programme Management
- Programme Design and Development
- Human and Physical Resources
- Course/Module Design and Development
- Teaching and Learning
- Learning Environment, Student Support and Progression
- Student Assessment and Awards
- Innovative and Healthy Practices

The program review was conducted from 1st – 4th October 2018. On 1st October 2018, the chairperson briefed the review team about the review process. The agenda of the four days visit submitted by the Department of Commerce was discussed and fine-tuned with the Coordinator of the IQAC. During the period of review, the review team met with the Director/ IQAU, Vice-Chancellor, Dean / FMC, Head of the Department, Academic staff of the Department of Commerce, supporting staff, and Undergraduates of the Department of Commerce who read for the Bachelor of Commerce (Honours) for which the SER was submitted.

In addition to the meeting with the Department of Commerce, the review team had some relevant discussions pertaining to the review processes. Several documents were perused to gather firsthand information pertaining to the conduct of the degree program, including the prospectus, academic calendars, structures and curricula of undergraduate programmes, documents pertaining to curriculum revision, lesson plans, lists of examiners, assessment criteria, student feedback forms, question papers, marking schemes, answer scripts, etc. The review team also examined the facilities available for teaching and learning. These included the lecture halls, equipment, library, computer laboratories, sports facilities, health centre, canteen facilities, wash room facilities etc.

The process was for four days from 1st – 4th October 2018. At the end of the fourth day, the review team gave a feedback of the findings to the Dean and Heads of the Departments and

other members of the academic staff. After the review visit, this report was prepared incorporating the findings of the review team. In the report, the strengths, good practices and the weaknesses are highlighted together with recommendations. Each aspect has been given a judgment according to the Program Review manual.

Members of the review team had broad and fruitful discussions, with the Dean, Head of the Department, and the academic staff of the Faculty, on a range of matters pertaining to teaching and learning methods. This was with a view to making an assessment of the current situation and making specific recommendations for the further enhancement of skills of teachers and students wherever necessary.

Overall, the review team was impressed with the arrangements made by the Department of Commerce for the review processes for four days, the deep sense of commitment shown by the academic staff in the teaching process and a similar commitment shown by the students at the learning process. The review team was able to make an assessment of several areas pertaining to teaching and learning methods, which require attention and further improvement, in the overall academic environment to enable students to derive maximum benefits from the pursuit of the Bachelor of Commerce (Honours)

Section 4 Overview of the Faculty's Approach to Quality and Standard

University accountability for quality and standards is a key factor required to promote and safeguard public confidence in higher education. As higher education in Sri Lanka is a public good, Universities must conscientiously exercise their responsibility for quality and standards. The program review is one of the components of the external quality assurance program carried out in Sri Lankan Universities. It evaluates the quality of education within a specific discipline. It is focused on evaluating the student learning experience, student achievements and the teaching learning process. It is understood that the final responsibility for quality and standards remains within the institution itself, since it alone has the powers to control and to change existing practices. Key features of the program review process include the critical analysis of the Self Evaluation Report (SER) prepared by the faculty concerned, peer observation of teaching, observation of documents, observation of the facilities available, and gathering information on activities towards quality assurance through discussions with as many stakeholders as possible.

The Internal Quality Assurance Unit (IQAU) was established with adequate facilities. The approach to quality assurance was in the form of demonstrating a commitment to quality at the University. The Internal Quality Assurance Cell (IQAC) of the FMC functions with a coordinator who is a senior staff of the faculty. The IQAU assures quality in academic programmes through the establishment of the IQAC with examples of their active collaboration. The activities and coordination of both entities are satisfactory in the direction of quality assurance and management practices in the FMC.

The review team was pleased to note the Strategic Management Plan which is ensuring quality at the centre of teaching and learning, research, community engagement and administrative processes. As per the meeting with the Vice Chancellor, the team noted the positive gains made by the University as a result of the rigorous review processes which they have undergone in the past.

It was evident to the Review team that the Handbook had been prepared partially adopting the Sri Lanka Quality Framework (SLQF). It provides a general and helpful overview of degree programmes and how 'quality' is understood and will be implemented and monitored to a certain extent across the FMC. The review team encouraged the FMC to ensure the implementation of the quality systems in all possible academic aspects. However, the students' handbook was not adapted and reviewed in line with the insights and feedback gained.

The use of Intended Learning Outcomes (ILOs) is one element of the approach in outcome based education which could be seen currently under implementation as per the handbook. However, this practice was not available in a satisfactory manner for two degrees conducted under the Bachelor of Commerce (Honours). The Review team expected that the programmes

should have programme objectives, Programme Intended Learning Outcomes (PILOs) and Course Intended Learning Outcomes (CILOs).

The IQAU with the collaboration of the Staff Development Centre (SDC) has conducted few programmes to educate staff on the new quality system. Staff confirmed that the workshops were very useful, but many more workshops are needed to promote faculty-wide shared understandings of quality, and to develop the necessary quality assurance skills.

The current profile of FMC characterizes a predominantly undergraduate teaching faculty. Over the past subject review processes of QAAC, many subjects have been reviewed at least once. However, the review team was not impressed with the consistent involvement of external stakeholders in curriculum reformation and commencement of new programmes. Student feedback was also taken into account only for certain subjects. Yet it was not monitored for further processes or improvement.

Section 5. Judgment on the eight criteria of Programme Review

Criterion 1: Programme Management

Strengths

There is very good coordination, social harmony and working relationship among staff and students. Similarly, the Faculty obtains smooth support from the administration. There is low or no student unrest in the faculty/ department. Faculty provides handbooks to all new incoming undergraduates as a source to understand the university environment. Health care, cultural and aesthetic and sports facilities are available. The Anti-ragging Act and the policy of zero-tolerance to ragging are known to the students. There is no evidence of ragging problems or inquiry involved relevant to ragging by the University administration. Academic years are completed as scheduled without delay. The Faculty generates and obtains benefits from generated fund.

The Faculty comprised a fairly adequate administrative structure which enables the implementation of its core activities. The action plan of the faculty is structured in line with the strategic management plan of the University and demonstrates flexibility to accept latest developments in the University. The Faculty also implements management procedures in compliance with Standard Operational Procedures. Quality Assurance is a paramount component of the Faculty, and it ensures that the Internal Quality assurance Cell is on par with the guidelines provided. A curriculum revision has been made in due course with assistance of a Curriculum Revision Committee.

In the process of formulating and revising the Study Program, the Faculty frequently employs both the Sri Lanka Quality Framework (SLQF) and Subject Benchmark Statements (SBS). Further, outcome-based education and Student-Centred Learning has also been executed in academic development and planning. Work ethics and Code of Conduct for staff members have been emphasized by in-cooperating them in the authorized letters and documents. The University has established collaborative partnerships with national and foreign universities and several MoUs have been signed which endorse mutually beneficial partnerships. Further, academic and personal well-being of students is constantly taken into consideration.

The Faculty maintains a well-defined policy and procedures on program approval and implementation by retaining an effective and efficient study program which enables students to complete their education within the stipulated time period. The student Handbook is yearly updated and distributed to all newly enrolled students with the expectation of providing general information. The University and Faculty Websites are constantly updated with relevant information, whereas an updated database is maintained. At the inception of the program students are provided with Students' Declaration which includes the code of disciplinary conduct, and the "Prohibition of Ragging and other forms of Violence in

Educational Institutions”. The personal welfare of students is ensured by means of orientation programs, mentoring, and counselling while maintaining gender equality and equity among students and staff members.

WEAKNESSES

There is no policy and facilities to accommodate the differently abled students. Needs of the differently able students are not properly identified and communicated with relevant authorities to provide effective service for them. There is a serious problem of drinking water in some hostels of students. During the final year project and industrial training period, students are not provided with hostel facilities. The review team observed that the university Health Centre/ Medical Centre should be in a proper building with a psychological counseling unit and dental service. Emergency unit is not in a proper place and a high number of nutritionally deficient patients (anemic) are treated which could be due to poor quality of food probably from the canteen. The overall environment of the University lacks good hygienic conditions, landscape and esthetic aspects.

All the documents were thoroughly observed, but some documents were not physically presented. There were no documents on University Management Information System and evidence of LMS installation and its operation. The individual time table for every academic staff is available. The documents on nominating staff members for training were incomplete and not written up to the date. Graduate employment analysis has not been carried out. Student feedback were not regularly monitored and discussed at the department meetings. The curriculum development committee is functioning without a proper plan and TORs. Number of students who enter and exit were not reported. Students are provided with exemptions and award but documents of evidence were not available. There is no proper minuting system for academic counselling. Differently able students are not provided with needed facilities. The records of Gender Equality and Equity (GEE) were not seen and at least the document on Sexual and Gender Based Violence (SGBV) was not available.

Criterion 2: HUMAN AND PHYSICAL RESOURCES

STRENGTHS

The Faculty of Management Studies and Commerce comprised infrastructure facilities for administration and teaching and learning activities for the degree programmes. The Department of Commerce has limited number of staff, but they are well committed and work efficiently with limited resources. The Department of Commerce has 07 permanent staff and 01 of them has a Ph D. Most of them have obtained postgraduate degrees. Lecturers use multiple teaching methods, while the ICT facilities are available for all programmes. The review team noted that the two degree programmes are partially depending on temporary and visiting lecturers. The review team surveyed the facilities of the ICT Centre, canteen, sports complexes and the library, where considerable resources are available. The Staff Development Centre commonly offers professional development programmes while the Career Guidance Unit has also conducted awareness programmes and career fairs.

Delivery, designing and development of academic programs are carried out by the qualified and competent staff. Further, the Department of Commerce efficiently manages available human resources despite a heavy work load. The Department of Commerce assures the availability of satisfactory and qualified staff through Doctoral degrees, obtaining of research grants and encouraging scientific communication locally and internationally. The newly recruited staff members are encouraged to follow an Induction Program and professional capacities of the staff are continuously upgraded through workshops and adequate training on Outcome Based Education and Student-Centered Learning. English Language Teaching Centre has given priority to enhance English language skills of the students to continue their academic activities. Apart from that, “soft skills”/”life skills” are developed through core courses (workshops, and off campus field visits/ field excursions).

More importantly, the faculty encourages inter-cultural harmony among the students by extending managerial assistance for their activities. The Department of Commerce promised to provide fairly maintained infrastructure facilities for administration, teaching and learning.

WEAKNESS

At present, the Dept. of Commerce is located in a very small site and faraway from the administrative site of the Faculty. There is very low staff strength compared to the number of students and courses offered in the faculty. High work load per staff and limited resources make the department obtain services from other departments or faculties. There is no adequate space for staff to work. All the staff are accommodated in a single and small hall without private working areas. Lecture halls are not equipped much and there is no conducive environment for students in warm climatic situations.

Apparently, strict ‘curfew’ at hostels makes it difficult for female students to take part in co-curricular activities. The library does not have a favorable environment for students to study and high temperature situations inside the building causes damage to the books. Conducting IT lectures inside the library disturbs students in library utilization. Many facilities which are located in the main university administrative premises cannot be used by students since many hostels are faraway and there is restricted time for entering into the main premises. Accommodation facilities are not provided to all students. Hostels lack drinking water facilities. There were no common room facilities for staff and students and there was a lack of separate washroom facilities for male and female.

CRITERION 3- PROGRAM DESIGN AND DEVELOPMENT

STRENGTHS

The Bachelor of Commerce programme had been developed through a curriculum development committee collaboratively and in a participatory manner adopting the Sri Lanka Qualification Framework (SLQF) and the subject benchmark statements (SBS).The curriculum committee comprised both internal and external stakeholders. The degree programme conforms to the vision, mission, goals and objectives of the university and the

faculty and it reflects the national needs, global trends and current knowledge and practices. The programme is logically structured and consist of graduate profile, Course Intended Learning Outcomes (CILOs), teaching, learning and assessment processes and the curriculum promotes OBE-SCL. In connection with the curriculum design, the Faculty identifies the SLQF of the UGC guidelines for revising the syllabi as needed at national standards. The Department has begun a syllabi revision process and the records of various stages of curriculum revision are available. The IQAU and IQAC are more concerned in adopting SLQF and SBSs in curriculum revision since it is timely for the particular programme to undergo a curriculum revision. Internship programme is regulated by the department, but students mostly find places with the thought of opportunities for future employment.

WEAKNESSES

Even though the curricular has been developed adopting the general principles and guidelines, there is no Faculty policy and plan on curriculum development and the curriculum matrix. The curricular does not address issues of gender, cultural and social diversity, equity, social justice, ethical values and sustainability and they are not properly integrated into the curricular.

There is no proper mechanism to monitor and evaluate the effective implementation of the curricular. Also, it is necessary to have regular training programmes on OBE and SCL for the academic staff. There is no practice about trace studies to collect and record information about students' destination after graduation and use of it for continuous monitoring. The department has begun a syllabi revision process; on the contrary, the records of various stages of curriculum revision were minimal. There was no evidence of stakeholder contribution on curriculum development.

CRITERION 4 – COURSE / MODULE DESIGN AND DEVELOPMENT

STRENGTHS

The Department of Commerce is aware of the SLQF guidelines and SBSs. The faculty takes into account the academic calendar and timetable to ensure the functioning of semesters. The Faculty/Departments maintains examiner lists and mark sheets for both degree programmes. There are many categories of courses (main, core, auxiliary and elective) available with minimum 2 credits and maximum 03 credits. In addition there are 06 credits of internship and 08 credits of Final year project. There are also assignment related practical studies that are also available in the field ICT laboratories. Besides that, there are some co-curricular/extra-curricular activities for students to show their talents. Students are satisfied with the present curriculum but prefer to have a revised curriculum with modern aspects.

WEAKNESSES

The SLQF and professional standards are not yet implemented. In connection with the SLQF guidelines, the faculty has not conducted the major course design, development, and syllabi revisions between 2012 and 2018. Apparently, there is no proper evidence for the curriculum development committee meetings. The visiting and temporary lecturers conduct some of the course units and this procedure is not appreciated by 4th year students. A similar degree programme is offered by two different departments of the same faculty and this may bring significant competitions in employment in future. Hence, there should be an employment survey conducted immediately with the graduated batch. Curriculum revision matters should be a permanent agenda in the Faculty Board. Students prefer to have language skill and communication skill improvements before commencing the academic programme. Having industrial training and project in one semester cause difficulties to the students and suggest to include the project to the first semester of the 4th year. Students prefer to have more practical oriented courses than theory based courses. The content of business communication courses should be delivered in an appropriate way to suit the degree program.

There is no Faculty course design and approval policy and procedures. Also, there is no Senate/Faculty approved course design templates for the degree programme. Students feedback is not obtained for course evaluation and the course evaluation reports are not prepared. There is no evidence to show that course evaluation occurs at the end of each course/module with regard to its content, appropriateness and effectiveness of teaching, achievement of learning outcomes and that feedback is used for further improvement of the course.

CRITERION 5- TEACHING AND LERNING

STRENGTHS

Teaching and learning process of the degree programme has been well designed and in alignment with Sri Lanka Qualification Framework (SLQF) and the SBS. Teaching and learning strategies are based on the University and the Faculty's mission, and curriculum requirements. Teaching learning strategies, assessments and learning outcomes are closely

aligned. The programme/department has provided course specifications and timetables before the commencement of the course/programme.

Teaching learning strategies adopted by the programme provide opportunities for students to work in study groups to promote collaborative learning. There are some evidences of the adaptation of innovative pedagogy and appropriate technology into teaching learning processes. The teachers use appropriate tools to obtain regular feedback on the effectiveness and quality of teaching from students, and peers through a coordinated mechanism for improvement of teaching learning. There is fair distribution of the work for academics to meet work norms in a transparent and equitable manner. The senior academics are highly dedicated and direct the junior academics effectively.

The review team observed that the course specification and time schedules are provided prior to the commencement of semester; and identified the process of student feedback and peer evaluations. They also carried out a mixture of diverse delivery methods such as group presentations, group discussions, collecting facts using e- resources, laboratory and field activities.

WEAKNESSES

There is no evidence to prove the use of external examiners in the teaching and learning processes. Even though the department has adopted and practice various teaching and learning methods and strategies, there is a limited adaptation/usage of technology-based platform and even LMS. Research and development activities are limited/poor among the academic staff and therefore there is not much evidence for the usage/incorporation of their own findings for teaching and learning activities. There is not much evidence to prove the usage of information gained from the students' (both formative and summative) assessment of learning to improve teaching-learning.

There is no Faculty/department mechanism to evaluate and grade the excellence in teaching and performance of academics to motivate the champions of teaching excellence and promote adoption of excellent teaching and assessment practices. There is no clear evidence on student feedback and peer observation which is undertaken by the departments regularly. The academic staff has no proper understanding on the Learning Management System (LMS).

The department provides lesson plans to undergraduates only for certain courses. The calculation of, 80% of class attendance is problematic due to the lack of permanent lecturers. The fact is that visiting lectures were in a position to complete the semester-based lectures within a few days. Hence, students do not adhere to gradual learning practice. The Faculty/Institute does not use the teaching excellence awarding system.

CRITERION 6. LEARNING ENVIRONMENT, STUDENT SUPPORT AND PROGRESSION

STRENGTHS

The review team observed that the department supports practical related training, students' final year project and industrial training. The Faculty offers all incoming students an orientation programme regarding the rules and regulations of the institution and provides ongoing training of common learning resources such as library and ICT Centre. The department promotes active social interaction between the staff and students. The University has already established a Centre for Gender Studies for providing expertise and advice on issues relating to gender equality / equity. Department generates fund through fee levying courses such as external degree programmes and through CODL. Some students are provided with scholarship from the Vice Chancellor's fund and external donors from other countries.

WEAKNESSES

The learning environment is poor considering the facilities available in them. The review team is of the view that there are no satisfactory survey reports on the students' employability. The Faculty/department does not maintain regular employment rates, as well as information on alumni. Students' performances such as number of classes in overall results are not satisfactory and many are passing the degree without having an Honours class. Another fact is that, the lecture hall environment is not conducive for evening lectures due to high temperatures and non-availability of air conditioners. The lecture halls do not have modern technology facilities for novel teaching and learning environment. Information Technology skills are developed through computer laboratories with a few number of computers. The statistical packages, Wi-Fi zones, and power terminals are not available for the students.

CRITERION 7 – STUDENT ASSESSMENT AND AWARDS

STRENGTHS

The faculty/departments adopt policies and regulations with respect to the appointments of both internal and external examiners with the approval of the Faculty Board and the Senate; It also provides approved examination by-laws ensuring the transparency, fairness and consistency with respect to the examination marks and academic transcripts including the respective GPA. It was also observed that some assignment marks/grades were given to students. The faculty handbook displays rules and regulations for student evaluation and awards. Five assignments are given and best three are selected for grading, although submission of three is also permitted. As such there is a question as to how the best three would be selected. Assignments marks are displayed on notice board and answer scripts are returned to students.

WEAKNESSES

The review team noted that the undergraduates did not receive results/ marks on time, which will affect their lifestyle and their career too. Therefore, the faculty has to introduce a new

mechanism to release the results considering SLQF guidance. The department is not allowed to provide provisional results to students to cut down the delay. Further, certain documentary evidence was inadequate for sustaining exact standards. In general, the faculty has to improve more effective ways of releasing results on time.

CRITERION 8 – INNOVATIVE AND HEALTHY PRACTICES

STRENGTHS

The Faculty/Institute is aware of operating an ICT-based platform (LMS) to facilitate multi-mode teaching delivery and learning; however, the ICT Centre is operating with minimum resources. A fall back option is practiced in the degree programme. The departments support undergraduate research training, innovations, and community engagement and creativity; they do not conduct income-generating activities. The staff have adapted to perform with maximum efficiency although there are minimum facilities available.

WEAKNESSES

Application of LMS should be encouraged among staff. The Faculty/Departments need to initiate a reward system encouraging academics for achieving excellence in outreach activities. Considering Student feedback, the review team believes that appropriate facilities, such as language training and appropriate ICT facilities should be provided to undergraduates, who think that acquiring the necessary facilities would help in developing the English Language skill for presenting a research paper in an internal conference, applying for a scholarship or obtaining global employment.

Section 6: Grading of Overall Performance

No	Criteria	Weighted minimum score*	Actual criteria wise score
01	Programme Management	75	116.67
02	Human and Physical Resources	50	86.11
03	Programme Design and Development	75	104.17
04	Course / Module Design and Development	75	107.89
05	Teaching and Learning	75	107.89
06	Learning Environment, Student Support and Progression	50	76.39
07	Student Assessment and Awards	75	111.76
08	Innovative and Healthy Practices	25	36.9
	Total on a thousand scale		747.9
	%		75

Grade: Good

SECTION 7. COMMENDATIONS AND RECOMMENDATIONS

Commendations

- The faculty has the proper organizational structure for effective management; preparing and monitoring faculty action plan with university strategic and cooperate plan and regular updating, preparing faculty organogram along with student manual, maintaining proper communication with administration and students.
- Well committed staff working with limited resources.
- Very good coordination, social harmony and working relationship among the staff and with students.
- Faculty obtains smooth support from administration.
- Updated and active informative webpage.
- Less or no student unrest in the faculty/ department.
- Young staff members and students ready for accepting changes.
- Degree program with fall back options (Certificate, Diploma)
- MOU with professional bodies and industries.
- Commendable performance of IQAU and IQAC.
- Updated activities of IQAU and IQAC on the website.
- Director/ IQAU make aware about the matters relevant to QAC.
- A common format of teaching and learning evaluation should be practiced as in all faculties.
- IQAU and IQAC are monitored and progress reports are submitted regularly and follow up actions are discussed in monthly meetings.
- Employment rate is good.
- Academic year is completed as scheduled.
- Assignments marks are displayed on notice board and answer scripts are returned to students.
- Students communicate with lecturers for their academic activities, however there is no proper system of mentoring and counselling.
- Faculty generates funds through postgraduate degrees.
- Some non-academic staff follow external degree, postgraduate degree and professional courses

Recommendations

- There needs to be systematic Faculty Board minutes and suggest holding regular Department meetings. The department must concentrate on programme design and development along with course/module design and development and the necessary approval should be obtained from Faculty and Senate.

- It is recommended to introduce the Performance Appraisal system for academic teaching and research. Effective welfare mechanisms for staff and students and appropriate and practical procedures should be introduced. It is highly commended to maintain the important concept of gender equity in the campus.
- Since the Faculty is facing a problem to obtain services of visiting lecturers for some courses, it is recommended to introduce an internal and inter-faculty and external credit-transfer policy.
- It is suggested that the department's young and energetic staff should work more for research and development, and outreach activities and extracurricular activities. It is also recommended that an internship is obligatory in the Honours degree programme of the FMC.
- QA matters should be made aware of to all categories of stakeholders and especially students and non- academic staff.
- It is high time for a curriculum revision adopting SLQF and SBSs
- Offering the same degree programme by two different departments of the same faculty may bring significant competition in employment in future. Hence, it should be regularized.
- There should be an employment survey conducted immediately with the passed out batch of students.
- Exam results should be released within 3 months.
- Peer review and feedback should be obtained, assessed and discussed with the particular staff.
- Faculty Board agenda should have curriculum revision matters as a permanent agenda item.
- Language skill and communication skill improvements is necessary before commencing the academic program.
- Welfare facilities of non-academic staff should be improved.

SECTION 8 Summary

The Department has the proper organizational structure for effective management. The University provides Corporate/Strategic plan; Faculty Handbook and mission statement; and Faculty Action Plan. Students' participation in Faculty Board is effective. The orientation program is organized regularly. Handbooks are printed on time and distributed at the orientation program to create awareness in fresh students. IQAC is operated within the faculty and at University level. Proctor, senior student counsellor and student counsellors have been appointed by the Department and the University.

Department has qualified staff as academic staff and their competencies are adequate for designing/development and delivery of academic program, research and others. Staff training at SDC is at satisfactory level. Department has inadequate infrastructure facilities such as multimedia projectors, computers etc. for teaching purposes, and computers, video conference and other facilities at ICT Center. English Language Teaching Unit (ELTU) of the Faculty provides the English language teaching for students in an effective manner. University provides satisfactory level of library services.

Annexes

1. Site visit schedule

PROGRAM REVIEW OF BACHELOR OF COMMERCE DEGREE PROGRAM: SITE VISIT SCHEDULE

S. No.	Time	Activities	Responsible Person	Contact No	Venue
Day 1 - 01.10.2018					
1	08.00 - 08.30	Meeting with IQAU Director	Dr. (Mrs).S.Shanmugathas	0772622371	Board Room UOJ
2	08.30-09.00	Meeting with Vice Chancellor, Registrar, Bursar & Librarian	Mr.R.Kajananthan	0774596161	
3	09.00-09.30	Meeting with Dean of Faculty and Head of Commerce Department and other HODs of the faculty	Mr.B.Prahalathan	0779751578	
4	09.30-10.00	Meeting with Permanent Academic Staff of Department (Talking with tea)	Dr. (Mrs).S.Vijayakumaran	0768720936	
5	10.00 - 10.30	Meeting with Temporary Academic Staff of Department	Mr.R.Umanakenan	0773400918	
6	10.30-11.00	Meeting with Coordinator: Curriculum Committee	Mr.B.Prahalathan	0779751578	
7	11.00-11.30	Meeting with Coordinator :Carrier Guidance Cell	Mr.B.Prahalathan	0779751578	
8	11.30 - 12.00	Meeting with the members of Internal Quality Assurance Cell (IQAC) of the faculty	Dr.S.Rajumesh	0777040307	
	12.00 - 13.30	Lunch Break	Ms.S.Inthusha	0777218591	CH3
9	13.30-15.30	Observing Documentation of Evidence (Part I)	Mr.R.Kajananthan	0774596161	CH2
	15.30-16.00	Tea break	Ms.S.Sinthuja	0779106304	CH3
10	16.00	Departure	Mr.N.Umakanth, and Mr.R.Kajananthan	0777110756 0774596161	

Day 2 - Date 02.10.2018

11	08.00-08.30	Meeting with the Faculty Assistant Registrar	Ms.M.Rubika	0778046794	Board Room UOJ
12	08.30-09.00	Meeting with Non-academic Staff	Ms.J.Priyatharsika	0756702451	
13	09.00-09.30	Meeting with Students	Dr.(Mrs).S.Vijayakaumaran	0768720936	
14	09.30-10.00	Meeting with Alumni	Ms.S.Inthusha & Ms.N.Akaliya	0777218591	
	10.00-10.30	Tea break	Ms.N.Akaliya	0750412113	
15	10.30-12.00	Observing Documentation of Evidence (Part II)	Mr.R.Umanakenan	0773400918	CH2
	12.00 - 13.30	Lunch Break	Ms.N.Akaliya	0750412113	CH3
16	13.30-14.30	Observing Facilities Relevant to Program (Part I)	Mr.N. Umakanth	0777110756	Commerce Dept & Halls
17	14.30 -15.30	Visit to department	Mr.R.Umanakenan	0773400918	Department of Commerce
	15.30 -16.00	Tea break	Ms.S.Inthusha	0777218591	Department of Commerce
18	16.00	Departure	Mr.N.Umakanth, and Mr.R.Kajananthan	0777110756 0774596161	

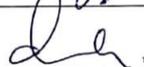
Day 3 - Date 03.10.2018

19	08.00 - 12.00	Observing documents, relevant the Program (Part III)	Mr.R.Kajananthan	0774596161	CH2
	12.00 - 13.30	Lunch Break	Ms.S.Mathanaruby	0774766794	CH3

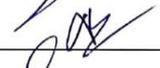
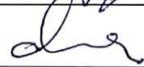
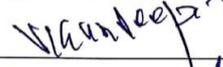
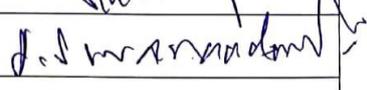
UNIVERSITY OF JAFFNA
FACULTY OF MANAGEMENT STUDIES & COMMERCE
PROGRAM REVIEW OF BACHELOR OF COMMERCE

DAY 01-01.10.2018

1) 8.00-08.30 Meeting with IQAU Director

Name	Position	Signature
DR.MIS.Safeena	Reviewer	
Prof.H.M.Naarathana	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Prof.G.Migunthan	Director-IQAU	

2) 8.30-9.00 Meeting with Vice Chancellor, Registrar, Bursar & Librarian

Name	Position	Signature
DR.MIS.Safeena	Reviewer	
Prof.H.M.Naarathana	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Prof.R,Vigneswaran	Vice Chancellor	
Mr.V.Kandeepan	Registrar	
Mr.A.Sivanadarajah	Bursar	
Ms.S.Arulanantham	Librarian	

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UNIVERSITY OF JAFFNA

FACULTY OF MANAGEMENT STUDIES & COMMERCE

PROGRAM REVIEW OF BACHELOR OF COMMERCE

DAY 01-01.10.2018

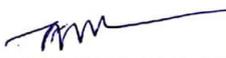
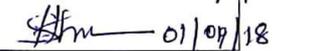
Reviewers

Name	Position	Signature
DR.MIS.Safeena	Reviewer	
Prof. HM Nawarathne Banda	Reviewer	
Prof. W.K. Athula C. Gnanapala	Reviewer	

1) 8.00-08.30 Meeting with IQAU Director

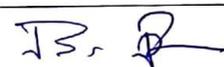
Name	Position	Signature
Prof.G.Migunthan	Director-IQAU	

2) 8.30-9.00 Meeting with Vice Chancellor, Registrar, Bursar & Librarian

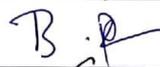
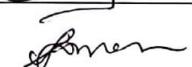
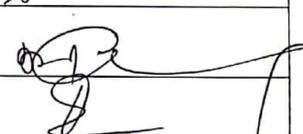
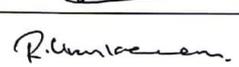
Name	Position	Signature
Prof.R,Vigneswaran	Vice Chancellor	
Mr.V.Kandeepan	Registrar	
Mr.A.Sivanadarajah	Bursar	 01/01/2018.
Ms.S.Arulanantham	Librarian	 01/01/18

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3) 9.00-9.30 Meeting with Dean of Faculty and Head of Commerce Department

Name	Position	Signature
DR.MIS.Safeena	Reviewer	
Prof.H.M.Naarathana	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Prof.T.Velnampy	Dean/FMS&C	
Mr.B.Prahalathan	Head/COM	

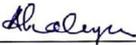
4) 9.30-10.00 Meeting with Permanent Academic Staff of Department

Name	Position	Signature
DR.MIS.Safeena	Reviewer	
Prof.H.M.Naarathana	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Mr.B.Prahalathan	Head/COM	
Mr.R.Kajanathan	Senior Lecturer Gr II	
Dr.(Mrs).S.Vijayakumaran	Senior Lecturer Gr II	
Mr.N. Umakanth	Lecturer	
Ms.D.Sabina	Lecturer (Probationary)	
Mr.R.Umanakenan	Lecturer (Probationary)	

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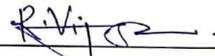
5) 10.00-1030

Meeting with Temporary Academic Staff of Department

Name	Position	Signature
DR.MIS.Safeena	Reviewer	
Prof.H.M.Naarathana <i>Nawarathna</i>	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Ms.S.Inthusha	Temporary Assistant Lecturer	
Ms.N.Akaliya	Temporary Assistant Lecturer	
Ms.S.Mathanaruby	Temporary Assistant Lecturer	
Ms.S.Sinthuja	Temporary Assistant Lecturer	

6) 10.30-11.00

Meeting with Coordinator: Curriculum Committee

Name	Position	Signature
DR.MIS.Safeena	Reviewer	
Prof.H.M.Naarathana	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Curriculum Committee	Member Dr.R.Vijayakumar	
Curriculum Committee	Member S. Anandakumari	

Member B. Prudalathan B. Prudalathan

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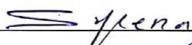
7) 11.00-11.30

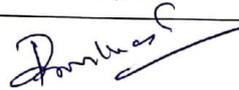
Meeting with Coordinator :Carrier Guidance Cell

Name	Position	Signature
DR.MIS.Safeena	Reviewer	
Prof.H.M.Naarathana	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Dr.R.Vijayakumaran	Coordinator- Carrier Guidance Cell	

Dr. S. Rajumesh member, CGC } S. Rajumesh
 V. Venmaradeepan " " } 

8) 11.30-12.00 Meeting with the members of Internal Quality Assurance Cell(IQAC) of the faculty

Name	Position	Signature
DR.MIS.Safeena	Reviewer	
Prof.H.M.Naarathana	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Dr.(Mrs).S.Shanmugathas	Coordinator-IQAC	
Dr.S.Rajumesh	Member	
Dr.J.Robinson	Member	AB
Dr.V.Sritharan	Member	AB
Dr. (Mrs).S.Vijayakumaran	Member	
Ms.S.Balagobi	Member	AB

Prof. B. Nimalakthesan member/Head } 
 Acc.

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9) 13.30-15.30

Observing Documentation of Evidence

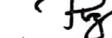
Name	Position	Signature
DR.MIS.Safeena	Reviewer	
Prof. HM Nawarathne Banda	Reviewer	
Prof. W.K. Athula C. Gnanapala	Reviewer	

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UNIVERSITY OF JAFFNA
FACULTY OF MANAGEMENT STUDIES & COMMERCE
PROGRAM REVIEW OF BACHELOR OF COMMERCE

DAY 02 08/09/2014

11) 8.00-08.30 Meeting with the Faculty Assistant Registrar

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Mrs.V.Prasnath	Assistant Registrar	

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12) 8.30-9.00

Meeting with Non-academic Staff

Name	Position	Signature
Dr. MIS Saftena	Reviewer	<i>Saftena</i>
Prof. HM Nawarathne Banda	Reviewer	<i>HMNB</i>
Prof. W.K. Athula C. Gnanapala	Reviewer	<i>W.K. Athula</i>
Mr. K. Siyanthan	Instructor in Computer Technology	<i>K. Siyanthan</i>
Mr. T. Kirubathiran	Network Manager	<i>AB</i>
Mr. Joney Guoyaman	CAA	<i>Joney Guoyaman</i>
Mrs. G. Nalini	CAA	<i>G. Nalini</i>
Mrs. R. Renuka	Technical Officer	<i>R. Renuka</i>
Ms. J. Priyatharsika	Management Assistant	<i>J. Priyatharsika</i>
Mr. S. Rajeshwaran	Office Assistant	<i>S. Rajeshwaran</i>
Mr. I. Sureshkumar	Office Assistant	<i>I. Sureshkumar</i>
Miss. R. Lakshya	Management Trainee	<i>R. Lakshya</i>
Miss. K. Nirushika	Management Trainee	<i>K. Nirushika</i>
Miss. M. Rubika	Management Trainee	<i>M. Rubika</i>
Mr. V. Thivoshan	Trainee	<i>V. Thivoshan</i>

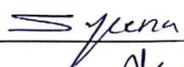
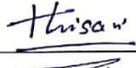
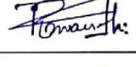
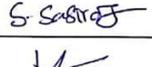
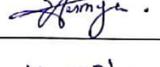
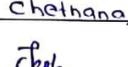
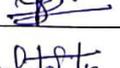
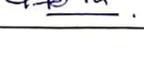
S. Jathusha
 T. Praveen
 K. Vasantharajan
 S. Maralingam

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S. Jathusha
 T. Praveen
 V. Ravi
 S. Chinn

13) 9.00-9.30

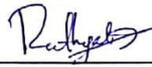
Meeting with Students

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.AthulaC.Gnanapala	Reviewer	
A. Sivamugenthini	Student	A. Sivant 
K. Mathilathani.	Student	K. Math 
A. Dilogini	Student	A. Dilogini 
U.P.S.Samaranayake	student	<u>U.P.S.</u> 
K. Phisari Perera.	Student.	<u>Phisari</u> 
U.G.D.M. Rupasinghe	student	<u>Dilina</u> 
N. Nijantha	student	N. Nijantha 
K. Sathansan	Student	K. Sathansan 
V. Korunakara	Student	V. Korun 
S. Sasira	Student	S. Sasira 
Y. G. G. S. Gamage	student	<u>Gamage</u> 
U. G. A. Hansani	Student	<u>Hansani</u> 
H.A.A.C Chamodani	Student	Chethana 
E.A Jrooha Sandamali	student	<u>Jrooha</u> 
G.G.C. Udayangani	Student	<u>Udayangani</u> 
R.G.M.S. Gunawardhana	student	<u>Gunawardhana</u> 

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13) 9.00-9.30

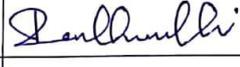
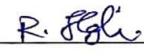
Meeting with Students

Name	Position	Signature
R.M.L.N Ranasinghe	Student	
R.M.M.M.k Rathnayaka	Student	
H.D.K Ranjith	Student	
A.D.Srima) Sandaruwan	Student	
M.N.M Dissanayaka	Student	
T.L. Yasith Randunu	Student	RANDUNU.
P.H.S. Karunaratna.	Student	
A.J.S. Ruwanthika	Student	
A.A.C.T. Kumari	Student	
R.M.S.N. Ranaweera	Student	
R.M.I.P.k. Herath	Student	
Hastin Weerasinghe	Student	

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14) 9.30-10.00

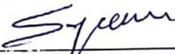
Meeting with Alumni

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.AthulaC.Gnanapala	Reviewer	
K. Gowthaman	Manager	
P.Senthosankanthi	Manager	
S. Mathanaruby	Assistant Lecturer	
S. Sobly	Manangement Assisist	
S. Sirthya	Assistant Lecturer	
R. Tharshika	Teacher	
N. Abaliya	Assistant Lecturer	
S. Inthusha	Assistant Lecturer	

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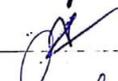
15) 10.30-12.00

Observing Documentation of Evidence (Part II)

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.AthulaC.Gnanapala	Reviewer	

16) 13.30-14.30

Observing Facilities Relevant to Program (Part I)

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.AthulaC.Gnanapala	Reviewer	

17) 14.30-15.30

Visit to department

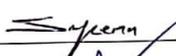
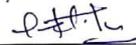
Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.AthulaC.Gnanapala	Reviewer	

18) Departure

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UNIVERSITY OF JAFFNA
 FACULTY OF MANAGEMENT STUDIES & COMMERCE
 PROGRAM REVIEW OF BACHELOR OF COMMERCE
 DAY 03-03.10.2018

19) 8.00-08.30 Meeting with Disabled Students

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.AthulaC.Gnanapala	Reviewer	
Mr. T.L. Yasith Ranana	Students	RAnana
R.G.M.S. Gunawardha	Student	
G.G.C. Udayangani	Student	

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UNIVERSITY OF JAFFNA
FACULTY OF MANAGEMENT STUDIES & COMMERCE
PROGRAM REVIEW OF BACHELOR OF COMMERCE

Observing Facilities Relevant to Program (Part I)

Day 03

Visit to Carrier Guidance Unit

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Carrier Guidance Unit	Director	

Mrs M. Rangaswamy
 Mr. P. Arulrajhan.

Shri. Staff MA
 Management Trainee

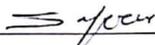
Ranganathan


Visit to Welfare Services Office

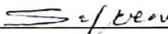
Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Welfare Services Office	Asst.Registrar	

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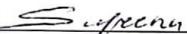
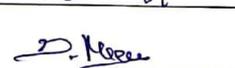
Visit to Examination Branch

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
K. Gnanabasharan	DR / Exams	

Visit to Health Centre

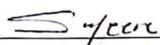
Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Dr (Mrs) S. Sathyanarayana	Nurse	

Visit to Center for Gender Equity/Equality

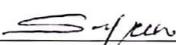
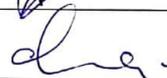
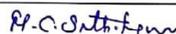
Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Prof. M. Senthilnathan	Member of GEEC UoT	

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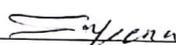
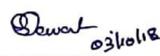
Visit to Staff Development Centre

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Dr. R. Vijayakumaran	Director	

Visit to Sports Unit

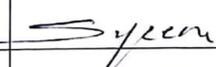
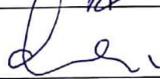
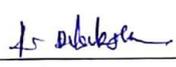
Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
Sports Unit	Director	
Physical Education Unit	CAA	

Visit to Library

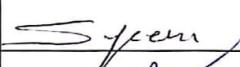
Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
S. Navaneethakrishnan.	SAC/Management	

FMS&C

Visit to E-Lab

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	
P. Dilakshan	Triane	

Visit to Canteen

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	

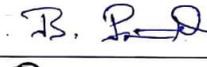
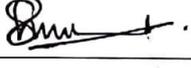
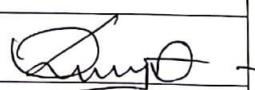
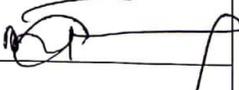
Visit to Students Complex

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.Athula C.Gnanapala	Reviewer	

FMS&C

UNIVERSITY OF JAFFNA
 FACULTY OF MANAGEMENT STUDIES & COMMERCE
 PROGRAM REVIEW OF BACHELOR OF COMMERCE
 DAY 04-04.10.2018

9.00 Wrap up meeting with Dean, AR, HoD and staff, IQAC

Name	Position	Signature
Dr.MIS.Safeena	Reviewer	
Prof.HM Nawarathne Banda	Reviewer	
Prof.W.K.AthulaC.Gnanapala	Reviewer	
Prof.T,Venampy	Dean/FMS&C	
Mrs.V.Prashath	Asst.Registrar	
Mr.B.Prahalathan	Head/COM	
Dr.(Mrs).S.Shanmugathas	Coordinator-IQAC	
Dr.S.Rajumesh	Member-IQAC	
Dr. (Mrs).S.Vijayakumaran	Member-IQAC/Senior Lecturer Gr II	
Mr.R.Kajanathan	Senior Lecturer Gr II	
Mr.N. Umakanth	Lecturer	
Ms.D.Sabina	Lecturer (Probationary)	
Mr.R.Umanakenan	Lecturer (Probationary)	

FMS&C

Ms.S.Inthusha	Temporary Assistant Lecturer	<i>[Signature]</i>
Ms.N.Akaliya	Temporary Assistant Lecturer	<i>[Signature]</i>
Ms.S.Mathanaruby	Temporary Assistant Lecturer	<i>[Signature]</i>
Ms.S.Sinthuja	Temporary Assistant Lecturer	<i>[Signature]</i>
Mr.Joney Guoyaman	CAA	<i>[Signature]</i>
Mr.K.Siyanthan	Instructor in Computer Technology	<i>[Signature]</i>
<i>H. Satharasan</i>	Student Representative	<i>[Signature]</i>
<i>D. kousiyon</i>	Student Representative	<i>[Signature]</i>

