

**LYCEUM CAMPUS CODE OF PRACTICE ON
INTERNAL PERIODIC PROGRAMME
REVIEW PROCESS AND PROCEDURE**

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1. Introduction and context

Lyceum Campus is dedicated to empowering its students to attain excellence. To this end it provides quality programmes of study, adequate and appropriate facilities to ensure the continuing quality of its programmes and learning opportunities for students, whilst maintaining academic standards.

In order to meet its responsibilities in assuring the standards and the currency of its awards, and the quality of the student learning experience, the Campus has set in place formal and effective procedures for the monitoring and review of programmes of study.

The Code of Conduct on Annual Programme Monitoring Process and Procedure of the Lyceum Campus, deals with routine annual monitoring by the respective Departments through which Programme Teams may decide to make changes in the course content, structure, assessment or delivery, to further improve the student learning experience.

In addition to Annual Monitoring more formal and extensive reviews of programmes are essential to evaluate the continuing effectiveness of the curriculum and ensure that they remain relevant and valid.

Such internal Periodic Programme Review, in which all academic units of the Campus are reviewed, is conducted on a five-yearly cycle.

In developing its periodic review procedures, Lyceum Campus has considered the guidelines in its Academic Quality Assurance Policy Framework (2022) and in the 'Standards' and 'Best Practices' set out in the UGC-HETC Manuals (2015).

The UGC-HETC expectation for internal Periodic Programme Review, that higher education providers are required to meet are:

'The Programmes are periodically reviewed (5-year cycle) for continuing validity synchronizing with EQA and relevance of programmes offered'. STANDARD No. 2.15 pp 59 (UGC-HETC Manual for Institutional Review of Sri Lankan Universities and Higher Education Institutions (2015)).

‘Programmes are monitored routinely (in an agreed cycle) to ensure that programmes remain current and valid in the light of developing knowledge in the discipline and practice in its application’ STANDARD No 3.21 pp 53.

UGC-HETC Manual for Review of Undergraduate Study Programmes of Sri Lankan Universities and Higher Education Institutions (2015).

This Code of Practice on Internal Periodic Programme Review Process and Procedure outlines the policy, procedures and requirements of the Campus.

Related, Codes of Practice, Policy and Regulations of the Lyceum Campus are:

- i. Code of Practice on Annual Programme Monitoring Process and Procedure (2022).
- ii. Code of Practice on Programme Design, Development, Approval and Modifications of Programmes Process and Procedure (2022).
- iii. Academic Quality Assurance Policy Framework (2022).
- iv. Staff Development Policy.
- v. Regulation on Academic Quality and Standards Committee (2022).

2. Purpose and objectives of Internal Periodic Programme Review

The Purpose and objectives are :

- To review the effectiveness of a Department’s mechanisms for the management of its programmes, ensuring that Campus’s policies and procedures are operating as intended, to safeguard academic standards and to provide a high quality learning experience for students.
- Evaluate the extent to which ILOs are being met and academic standards attained, taking account of the award qualifications and external reference points.
- To review the academic content and ILOs of programmes, including the currency and validity of programmes in the context of developments in the discipline, research, professional and industry practice and pedagogy.

- To assess the continuing availability of staff and physical resources.
- To assess the extent to which developments in knowledge in the relevant discipline, technological advances and developments in teaching and learning, have impacted the design and operation of a programme.
- To ensure that academic standards of programmes of study meet the requirements of the Sri Lanka Qualifications Framework (SLQF).
- To evaluate the extent to which the portfolio of programmes continue to complement the Campus's Strategy and Mission.
- To review the management of the programme to ensure that students are provided with high quality learning opportunities.
- To identify areas of potential good practices for wider consideration and dissemination.
- To identify ways of enhancing the Campus's existing quality monitoring and evaluation structures and systems.

3. Benefits of Periodic Review

- It is a proven means of continuous enhancement of the Lyceum Campus's provision and the student experience.
- It is an opportunity for the Campus and programme teams to take a holistic view of the quality and standards of the provisions.
- It is a structured opportunity to reflect on current systems in place and develop new approaches and/or enhance current practices.
- Evidence of quality and quality assurance processes to help to secure the confidence of external bodies.

- An opportunity to record external and independent confirmations of the quality and standards of the programme.

4. Scope of Internal Periodic Programme Review

The scope of the internal Periodic Programme Review, is, firstly, to evaluate the extent to which the Faculty/Department offering undergraduate and Postgraduate taught programmes, is in compliance with external reference points. Secondly, it assesses whether the relevant programmes have adapted/internalized the key Elements of ‘Best Practices’ laid down in UGC-HETC “*Manual for Review of Undergraduate Study Programmes of Sri Lankan Universities and Higher Education Institutions* (2015). Thirdly, it measures the level of attainment that need to be met, in regard to the ‘STANDARDS’ prescribed under eight core areas (Criteria), pertaining to programmes of study in the above Manual.

Core areas (Criteria) of programmes of study that would be evaluated are :

Criterion 1	:	Programme Management
Criterion 2	:	Human and Physical Resources
Criterion 3	:	Programme Design and Development
Criterion 4	:	Course/Module Design and Development
Criterion 5	:	Teaching and Learning
Criterion 6	:	Learning Environment, Student Support and Progression
Criterion 7	:	Student Assessment and Awards
Criterion 8	:	Innovative and Healthy Practices

5. Key Principles of Internal Periodic Programme Review

Principles are that it will :

- Provide a **critical reflection** on the programmes;
- Be a review of programmes to ensure that there is an **enhanced student experience**;
- Be a peer review process, drawing on the expertise of internal **colleagues and external experts**;

- Promote **constructive and challenging discussion** of matters related to academic provision;
- Have a **significant staff and student input**;
- Be a **evidence-based process** and will draw on a wide range of available management information;
- **Identify good practices** for dissemination across the Campus;
- Where possible, existing documents for review and for validations during Annual Monitoring Programme Review, will be re-used to **avoid duplication of efforts** and make the most effective use of resources.

6. Internal Periodic Programme Review Procedure

6.1 Preliminary Briefing

At the start of the Periodic Review Process each year, Academic Quality and Standards Committee (AQSC) will make arrangements to brief each of the following groups:

- Heads of Departments and Department contact in the Department to be reviewed during the coming academic year.
- New periodic programme reviewers, including new external reviewers and Review Panel Chair.
- Administrative secretary to Review Panel (AR/Faculty).

6.2 Roles and Responsibilities of those involved in the Periodic Review

Committee	Responsibility
Academic Quality and Standards Committee (AQSC)	Scheduling programme periodic reviews of the campus.
	Monitoring the scheduled periodic reviews.
	Providing briefing and guidance to all those involved in the process.
	Supporting programme teams through the process.
	Providing servicing officer for each review event.
	Monitoring the outcomes of periodic activities.
Dean/Faculty	Dean has managerial oversight of periodic reviews within the Faculty.
	Nomination and approval of external Review Panel Member/s.
Periodic Review Coordinator (from the Faculty/Department)	Takes the lead role through the review process.
	Responsible for the timely nomination of external panel members.
	Coordination of all activities in relation to self evaluation and SER and delivered on time.
	Briefing all participants including team members, students, representatives from professional bodies/industry about the periodic review process.
Servicing officer from the Department	Checking the documentation as it arrives.
	Collating Review Panel's comments.
	Reporting on actions and points agreed at the Pre-meeting of the Review Panel.
	Supporting the Chair/Review Panel through the Review event.
	Producing the overall report for approval.

Review Panel Composition

The Review Panel normally comprise five – six reviewers, and an Administrative Secretary.
(AR of Faculty) Members of Review Panel will be appointed by the AQSC.

Review Panel to comprise the following :

- A Professor or Senior Academic member of staff of the Campus (from a Faculty different to the Department under review) who will act as a Chair of the Review Panel.
- A senior Academic member of the staff of the Campus.
- One Head of Department from a different Faculty of the Campus.
- One External reviewer who is an external subject specialist with appropriate expertise, nominated by the Head of Department to be reviewed (this must not be the current or recent former External Examiner).
- One student reviewer.

Committee	Responsibility
Review Panel Chair	To chair the Review Panel's planning meeting and confirm the Criteria to be reviewed by each member of the panel; facilitating compilation and editing of the review report; enable the team to analyze the documents provided by the Department and develop a robust evidence base on which to make judgements.
	During the review visits, to introduce other members of the panel and explain briefly the purpose of the visit to staff and students of the department.
	At the end of the review visits, to develop, in conjunction with the other members, a summary of the review team's main findings and conclusions. After the review events, prepare the Periodic Review Report once a draft has been approved by all other members of the review team and by the Department reviewed.
External Reviewer	The External Reviewer will normally be a Professor/ senior academic external to the Campus.
	He/She will be nominated by the Faculty/Department to be reviewed.
	He/she should have a knowledge of the discipline concerned and where possible should have experience of a review in his/her own institution or as an external reviewer of QAC of UGC.

Committee	Responsibility
External Reviewer	He/She should not have had any formal links with the Department under review within the previous 5 years.
	He/She should produce a structured report of 1000 words at the end of the review.
	The external reviewer plays a vital role in assisting the team to identify key issues to be explored during the visit to the department and play a full part in the team's meetings with staff and students.
	He/She should be able to identify excellence in provision and able to make comparisons with similar provision at other HEIs and comment on the currency of a department's programmes in the context of developments in the discipline.
	The external reviewer should, prior to the visit, conduct a desk-based review of programme documentation.
	All internal members of the review panel, including the administrative secretary (AR of Faculty), should have received formal briefing in advance of undertaking the Programme Periodic Review.
Administrative Secretary	The administrative secretary (AR of Faculty) will liaise with the Department concerned on behalf of the review team in advance of the visit.
	In consultation with the Department, reviewers should agree on a date for the review team's visit to the Department and then devise the overall timetable for the conduct of the Review including deadlines for, or dates of, the key stages in the process.
	Receive from the Department its Self Evaluation Report (SER) in electronic form on the departmental website, or on a memory stick, which will contain within the text of the document, links to supporting material which is available on the Department's website.
	Discuss and confirm during the Departmental briefing, the most efficient means of providing the SER and supporting material.
Faculty/Departmental Contact	The Head of the Faculty/Department may nominate a colleague as a Faculty Department contact for the review visit.
	The Contact's essential role is to coordinate preparations within the Faculty/Department, for the review on behalf of the Head Faculty/Department.

Committee	Responsibility
Faculty/Departmental Contact	This will include practical arrangements for the review event, such as the provision of documentation, the drawing up of the event timetable etc.
	The Faculty/Departmental contact can also help to ensure, that the review team has an adequate understanding of the particular nature of the Department, in advance of the visit to the Department.

6.3 Programme Team

Each periodic review process commences a minimum of 6 months before the Review visits, with a workshop for the Programme Team involved in the review process. It is led by the Dean/Faculty and supported by the Faculty Assistant Registrar.

Programme team comprises the following:

- Rep /AQSC
- Head of Department/Dean of the relevant Faculty offering the Programme
- Members of the Programme Team
- Faculty Assistant Registrar

The Head of Department/Dean Faculty, will nominate a member of the Faculty/programme team as a Review Coordinator, to lead the review. The review coordinator, who will lead the review will act as the central point of contact and to be the main author of the SER. However the preparation for periodic review should be team- based, collegiate-exercise with various members of the programme team contributing data, information and views.

Matters to be considered by the Programme Team in the workshop include:

- Introduction to the process for those unfamiliar with it , focusing mainly on the SER and writing an evaluation document.
- Work allocation
- Performance information
- Drafting and submission deadlines for the SER

- Securing external panel membership
- Student involvement
- Involving of collaborative partners and employers
- Administrative secretary to Review Panel (AR/Faculty)

6.4 Self Evaluation Report (SER)

Two to three months before the intended Periodic Programme review the Faculty/Department ie; programme providing unit responsible for delivering the programme of study begins to compile the SER.

SER is the Report prepared by the Programme Team of the Faculty/Department, reflecting the self assessment of the quality of the study programme, its strengths and weaknesses, and areas for improvement.

The purpose of the SER is to provide the Review Panel, with an account of the performance of the programme of study with respect to the eight Criteria in the UGC-QAC ‘*Manual for Review of Undergraduate Study Programmes of Sri Lankan Universities and Higher Educational Institutions* (2015).’

6.4.1 Scope of the SER

The SER reflects the following aspects pertaining to the particular programme of study;

- Degree of internalization of best practices and level of achievement of standards.
- Degree to which claims are supported by documents.
- Accuracy of the data and statements made in the SER.

The SER should be completed by the Programme Team of the Faculty/Department using the Template given in the APPENDIX 1 &2.

6.4.2 Guidelines for preparation of the SER

- Structure of the report.
- Introduction to the study programme.

- Compliance with criteria and standards.
- Summary.

Introduction to the Study Programme :

An overview of the Campus and an outline of the establishment and major milestones, in the development of the programmes of study, descriptions of the following topics to be given.

- Graduate profiles and ILOs.
- Number of departments contributing to the programme.
- Number of students enrolled in the programme.
- Number and profile of the academic, academic support and non-academic staff.
- Learning resource system (library, computer facilities, others).
- Student support system and management.

Compliance with the Criteria and Standards :

In this section a description is required about the extent to which the study Programme complies with the STANDARDS of the eight Criteria described, referred to in the UGC-QAC Manual.

This section should be structured as eight subsections under the eight Criteria in the same order, using the Templates in Appendix 1 (Template in tabular form for compiling the 8 Criteria) and Appendix 2 (Sample for Criterion 1, Standard 1).

Under each Criterion, column 01 should carry the serial number of the Standard, column 02 the study Programme's claims of compliance, column 03 the documentary evidence to support each claim of compliance. It is imperative that each of the documents is coded and that the code is mentioned in the 4th column.

Under each sub-section, a summary statement on how the Programme has complied with the Standards of the respective Criterion should be made, in the appropriate Box in the TEMPLATE assigned for that purpose.

Summary :

The summary should convey to the review team, the effectiveness of the ways in which the Department discharges its responsibility for maintaining academic standards prescribed in the

UGC-HETC Manual, and quality of the awards of its programme of its study. This section should reflect the degree to which the Department has internalized the best practices given in the UGC-HETC Manual (2015). It should also indicate the shortcomings, and the actions planned to address those deficiencies.

Departments should consult staff and students widely in the process of developing the SER, and the final version of the SER made available to all staff and students in the Department.

6.4.3 Length of the SER

Self Evaluation Report prepared by the programme team should be concise and analytical, with references to all relevant evidence.

Once SER has reached the final draft, Programme team should submit it to the Head of Department for approval.

6.4.4 Submission of SER to the Review Panel

The SER would be sent to the Review Panel members at least 3-4 weeks prior to the review visits. Upon receipt of the SER individual members of the Review Panel peruse the document to make preliminary assessment/observation and make notes on any further information that may be required prior to /during the review visit.

6.5 Periodic Programme Review visits

6.5.1 The Pre-meeting

A pre-review meeting among the Review Panel, IQAC Chair, and a representative of AQAC will be organised by the Department about 2 weeks before the scheduled visit. The time table for the visit will be drawn up for the visit.

At this meeting the review team will collectively agree on the assessments made, the lines of inquiry, and any further information they need to see in advance.

They also will identify individuals and groups that they wish to meet during their visit, and delegate areas for focusing to individual reviewers.

6.5.2 The Review visit

The Review Team will arrive at the Faculty/Department on the pre-determined date and time. The Periodic Review team's visit to the department should normally last about 2 days.

The review process will involve the following activities:

- ***Scrutinizing documentary evidence***-Aim is to consider evidence furnished by the Faculty/Department to verify the claims made in the SER.
- ***Meeting/discussions with staff and students***-aim is to get a clear picture of the Faculty's/Department's processes in operation and to clarify the claims made in the SER.
- ***Direct observations*** of on-going teaching learning activities and field/lab work and learning resources and facilities.
- ***Discussion with alumni and other stakeholders.***

The review team will agree with the Department in advance of the visit, **on** a detailed time table of ***interviews to be conducted*** on the visit.

Interviewees should include :

- The Dean of the Faculty
- Head /Department
- Students
- Different grades of staff in the Department

6.6 The Programme Periodic Review Report

The outcome of the programme review is a Report.

6.6.1 Purpose of the Report

The purpose is :

- to provide the Department and other stakeholders , with the findings of the internal periodic programme review with regard to the quality of the teaching learning experiences, provided to students by the programme and the standard of the award.

- to provide a reference point to support and guide the Faculty in continuing quality assurance activities, towards quality enhancement and excellence.

6.6.2 Scope of the report

Following aspects pertaining to the particular programme that has undergone the internal peer review are covered.

- Review context of the programme of study.
- A brief description of the review process.
- Review team's observations on the SER.
- A list of recommendations for improvement in the department's operations.
- Assessment of performance of the programme based on the standard-wise scores and the actual criteria-wise scores.
- Final judgement of performance of the programme, based on the programme score.
- Overall judgement on the reviewers' assessment of the quality of educational provision and student experience, within the programme of study and the standard of the award, supported by a commentary on its strengths and weaknesses.
- Statement on the level of performance of the programme under the grading of A B C D, based on the study programme score.
- Commentary will include commendations on excellence and recommendations on aspects, which need further improvement, based on the scores achieved on different criteria and respective standards.

6.6.3 Review judgements

This refers to the Judgement on the eight core areas (Criteria) that will be scrutinized during the internal peer review process (see section 4 for Criteria referred to).

Periodic review involves analysis of claims made in the SER and validation of the evidence, presented during the site visit with respect to the eight criteria and standards, in the programme under review.

Based on the objective analysis of the criteria and standards of the program under review, the Review Panel will arrive at a collective judgement on the performance of the study programme.

Standard-wise scores and raw criterion-wise scores will be estimated, based on the scoring system given in Chapter 3 of the UGC-HETC *Manual for Review of Undergraduate Study Programmes of Sri Lankan Universities and Higher Education Institutions (2015; eugc.ac.lk)*.

6.6.8 Grading of the overall performance of the programme

This will set out the review team's assessment, of the level of accomplishment of quality expected of an academic programme based on the grading of overall performance under the categories of Grade A,B,C, or D, as indicated in Chapter 3 under procedure for Use of Standards for Assessment of performance of the programme of study in UGC-HETC *Manual, for Review of Undergraduate Study Programmes of Sri Lankan Universities and Higher Education Institutions* (Appendix 3).

6.6.9 Format of the Internal Periodic Programme Review Report

The Review Report will be structured under the following heads:

- | | | |
|-----------|---|--|
| Section 1 | - | Brief introduction to the programme |
| Section 2 | - | Review team's observations on the SER |
| Section 3 | - | A brief description of the description of the review process |
| Section 4 | - | Overview of the Department's approach to quality and standards |
| Section 5 | - | Judgement on the eight criteria of Programme Review |
| Section 6 | - | Grading of overall performance of the Programme |
| Section 7 | - | Commendations and Recommendations |
| Section 8 | - | Summary |

The Periodic Programme Review Report should include as appendices,

- The Department's SER with a list of items of supporting documentation.
- A list of the individuals or groups interviewed on the visit.

The full draft Periodic Programme Review Report should be agreed by all members of the review panel, and should normally be forwarded to the Head of Department, for receipt within 15 working days of the end of the review visit, with an invitation to identify any

factual corrections needed to the report. The review panel will consider the department's comments on the factual accuracy of the draft report and will then decide-what changes, if any, to make to the report in the light of these comments.

The final version of the report will be submitted by the administrative secretary to the Head of the Faculty/Department.

At the end of the review meeting, the panel will meet with project teams to inform them of conclusions and provide a brief feedback.

At the conclusion of the review exercise, if the Grading of Overall Performance of a Study Programme is C or above, the Review Panel would make recommendations to:

- Extend the period of approval of a programme of study for a further five-year period, and a Confidence statement given to confirm that the programme can continue in approval;

“The panel is pleased to confirm to the AQSC that it has confidence in the quality and standards of the provision under review”

In cases where confidence statement cannot be made, the panel will recommend that continuing approval is subject to urgent remedial action before the next intake of students.

6.6.6 Enhancement Plans

Panel will provide a list of essential actions and/or recommendations for the enhancement of the programmes. The plan will also have specific timescales and monitoring requirements. Panel will identify good practices that support enhancement of student experience and encourage them to find ways and means of sharing and embedding these practices with rest of the faculties.

6.6.7 Follow -Up

Once the final version of the Periodic Programme Review Report has been submitted to the Head of Faculty/Department by the Administrative Secretary to the Review team, the

Administrative Secretary will provide the Faculty/Department with a template for preparing its action plan setting out how it intends to respond to the recommendations contained in the Programme Periodic Review report. The template comprises;

- Recommendations in the Programme Periodic Report.
- Action taken or planned in respect of each of these recommendations.
- Timescale for implementation of the recommendations.
- The officer responsible.

The Department will be requested to produce an action plan, using the template provided, for discussion by the IQR panel.

Faculty/Department :

- Ensures that they make the final Periodic Programme Review Report, and action plans, accessible to students in the Department eg by making these public on departmental intranets.
- submits the Periodic Programme Review Report and action plan to the Director AQSC for discussion.
- forwards the Periodic Programme Review Report to the officers of the Faculty concerned, with a note which clarifies the Faculty's particular responsibilities.
- submits Programme Review Report and action Plans a to the Faculty Board for discussion.

7. Dissemination of the findings of the Programme Periodic Review Report

- Following the Review Panel's approval of responses to the Programme, Periodic Review Report/s The Director/Academic Quality and Standards Committee will prepare an Annual Report on that year's Programme Periodic Reports for submission to the Council.
- The Annual Report will be circulated to all Departments.

Appendix - 1

Criterion No.			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
<i>Mention the standard and its number as stated in the first column of the Tables in Section 3.2 of the Manual, pp. 35-78).</i>	<i>Describe degree of internalization of Best Practices and level of achievement of Standards (Compliance with the 08 Criteria mentioned in the second column of the Tables in Section 3.2 of the Manual, pp. 35-78).</i>	<i>(Mention the titles of all documents that you will produce for the Review Team to substantiate the claims you have mentioned in Column 2. Examples of Evidence are mentioned in the third Column of the Tables in Section 3.2 of the Manual, pp. 35-78).</i>	<i>(Mention the code No. you have given to each document mentioned in the third Column of this Table.</i>
<i>A criterion-wise summary statement on how the programme has complied with Standards relevant to the respective Criterion</i>			

An example for Standard 1, under Study Programme Management is given overleaf.

Appendix - 2

Sample for Criterion 1, Standard 1.3

Criterion No. 1. - Programme Management			
Standard	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Document
1.3. The Faculty maintains regular communication with students and staff ...	Regular communication with students and staff is maintained through; (a) making provision for two student representatives to attend the meetings of the Faculty Board; (b) Students' Handbook; (c) posting of printed notices on notice boards; (d) university web site; and (e) public print and electronic media	Minutes of the meetings of the Faculty Board; Students' Handbooks; samples of printed notices displayed in the past; hard copies of notices posted on the website of the HEI; samples of /or links to notices published in the print and electronic media	3. FB/Hum/2013/3 4. FB/Hum/2013/4 8. FB/Hum/2013/8 11. SHB/2014 12. SHB/2015 26. Notice/14/9 26. Notice/15/3 15. Web/March/3 23. Paper Advert/ Daily News 2014/4/18 27. TV/ITN/News/ 2013/6/
Summary of how the Study Programme has internalized the Best Practices under the Criteria No. 1.			

APPENDIX - 3

Grading of Overall Performance of a Study Programme

Study Programme Score expressed as a %	Actual Criteria-wise score	Grade	Performance descriptor	Interpretation of descriptor
≥ 80	Equal to or more than the minimum weighted score for each of all eight criteria (Table 3.3)	A	Very Good	High level of accomplishment of quality expected of a programme of study; should move towards excellence.
≥ 70	Equal to or more than the minimum weighted score for seven of the eight criteria (Table 3.3)	B	Good	Satisfactory level of accomplishment of quality expected of a programme of study; requires improvement in a few aspects.
≥ 60	Equal to or more than the minimum weighted score for six of the eight criteria (Table 3.3)	C	Satisfactory	Minimum level of accomplishment of quality expected of a programme of study; requires improvement in several aspects.
< 60	Irrespective of minimum weighted criterion scores	D	Unsatisfactory	Inadequate level of accomplishment of quality expected of a programme of study: requires improvement in all aspects.

Programme Assessment by QAC



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graph TD; A[Programme Assessment by QAC] --> B[Stage 01  
Submission of letter of Intent to QAAC and Briefing meeting and initiation of accreditation]; B --> C[Stage 02  
HEI /ETI evaluates itself and submit SER to QAAC]; C --> D[Stage 03  
QAAC 'in house' scrutiny – Peer team composition – pre-visit preparation]; D --> E[Stage 04  
Peer team visit to the HEI – ETI  
Validation of SER, and Peer review Report (Draft)]; E --> F[Stage 05  
Draft Peer Review Report submission to QAAC  
QAAC submits to HEI]; F --> G([Final Report  
Declaration of outcome by QAAC]);
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Stage 01

Submission of letter of Intent to QAAC and Briefing meeting and initiation of accreditation

Stage 02

HEI /ETI evaluates itself and submit SER to QAAC

Stage 03

QAAC 'in house' scrutiny – Peer team composition – pre-visit preparation

Stage 04

Peer team visit to the HEI – ETI
Validation of SER, and Peer review Report (Draft)

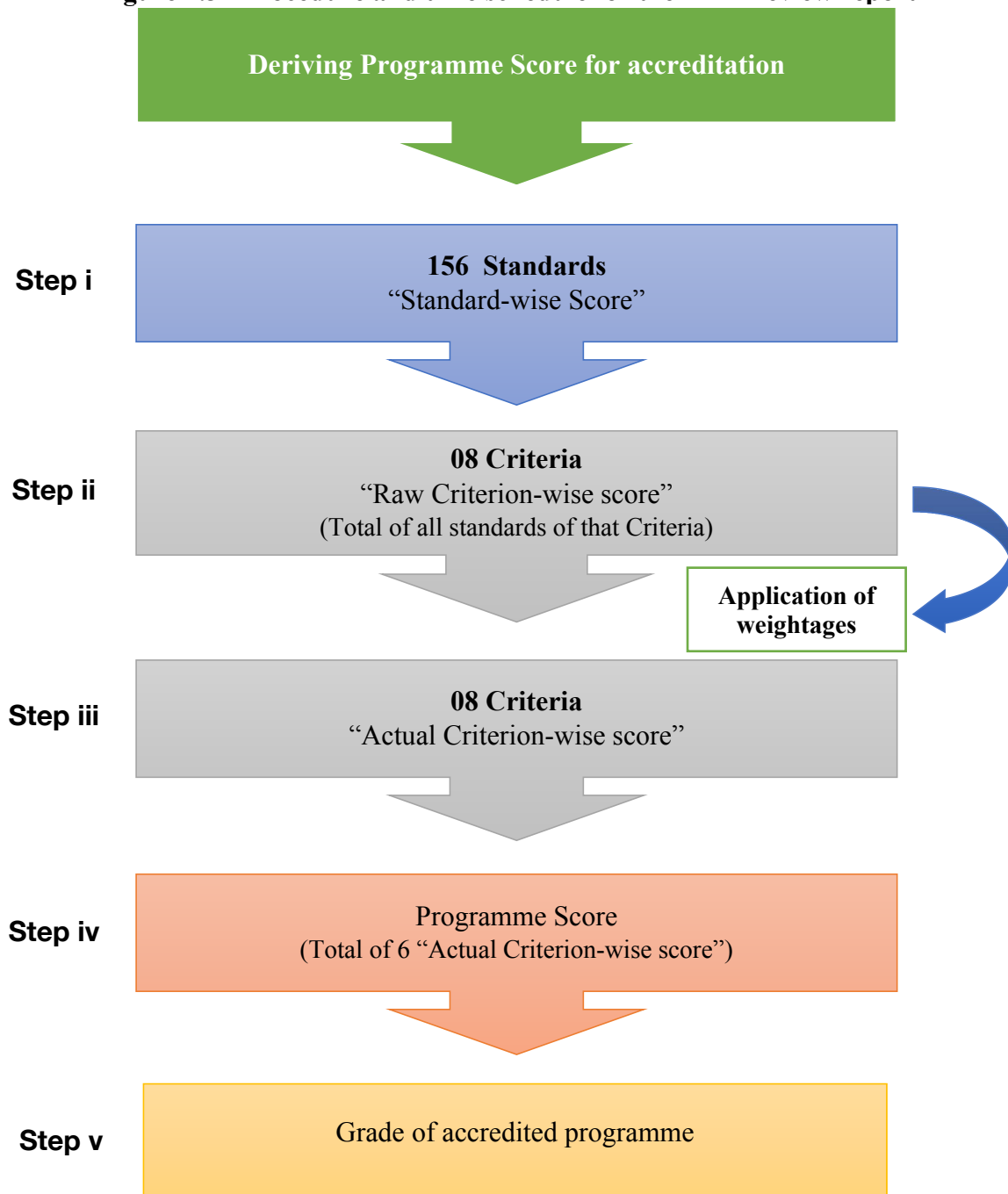
Stage 05

Draft Peer Review Report submission to QAAC
QAAC submits to HEI

Final Report

Declaration of outcome by QAAC

Figure 2.3 Procedure and time schedule for the EDP Review report



Category	Administration & Management
Type	Policy
Approved By	President

Effective Date	27.06.2022
Last Approved Revision	
Sponsor	Registrar
Responsible Officer	Deputy Registrar

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