Eastern University, Sri Lanka
Center for Quality Assurance
Internal Review-2022:

CQA is planning to commence the Internal Review in the University. As a first step, CQA is planning to conduct the Internal Review at the academic departments by checking the following teaching learning tools:

1. Course Plans
2. Student feedback and Analysis reports
3. Moderator reports
4. Second Examiner reports
5. Peer Review reports

This departmental review will be conducted annually for all the academic departments. A three member Review Team will be appointed by CQA to visit each academic department and inspect the documents. Based on a marking scheme, a Grade (A, B, C, D) would be awarded to each department by the team of internal reviewers. The result will be notified by CQA to the Head of the Department for comments. Heads could send their comments on the awarded result to CQA but the comments should be evidenced based. The comments will be discussed with the Review Team and if needed a meeting will be arranged by CQA between the Department and the Review Team to finalize the result. Once the result is finalized by CQA, the finalized grade of the internal review will be reported to the Faculty for future developments of the departments.

Appointment of Internal Reviewers:

An expression of interest will be obtained from the senior academic from the University with one or more of the following qualifications. The candidate should be/have

1. Reviewers for PR/IR of UGC
2. Experience in serving as a SER writer for PR/IR
3. Experience in curriculum design and development
4. Chairman/Member of University/Faculty curriculum review/development committee
5. Member of FQAC/IQAC

Marking Scheme:

1. The required number of documents are equal to the total number of courses (NOT credits) offered by the department.
2. Marks will be allocated based on the percentage of available documents.

Available documents	Marks
75-100 %	3
50-74%	2
20-49%	1
00-19%	0

3. Documents are to be evaluated from the last three years; 2019, 2020, and 2021.
4. Final Grade is awarded based on the percentage of the final marks obtained by the department:

Final Marks	Grade
70-100 %	A
55-69 %	B
40-54 %	C
00-39 %	D

Internal Review – Documents Checking at the Departments
Marking Scheme of the Department Review

Department: …………………………………………………………………………..

Faculty: ……………………………………………………………………………

Number of Courses Offered:

1st Year	2nd Year	3rd Year	4th Year	Total

Evaluation Year: 2019

No	Document	Required No. of documents	Available documents		Marks
			No.	Percentage	
1	Course Plans				
2	Student feedback and Analysis				
3	Moderator Report				
4	Second Examiner Report				
5	Peer Review Report				

Evaluation Year: 2020

No	Document	Required No. of documents	Available documents		Marks
			No.	Percentage	
1	Course Plans				
	~~Student feedback and Analysis~~				
2	Moderator Report				
3	Second Examiner Report				
	~~Peer Review Report~~				

Items 2 and 5 are not considered because of the Covid pandemic situation during this year.

Evaluation Year: 2021

No	Document	Required No. of documents	Available documents		Marks
			No.	Percentage	
1	Course Plans				
2	Student feedback and Analysis				
3	Moderator Report				
4	Second Examiner Report				
5	Peer Review Report				

Final marks   %

Grade:

Commendations and Recommendations:

Name & the signature of the reviewers:

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Date:………………..