

SECTION A

Policy Name

Recognition of institutions seeking affiliation with the University of Kelaniya for the conduct of programmes of study leading to qualifications awarded by the University

Policy No. KLN/P-QA/2024/01

Effective Date

2025.01.01

Responsible Parties

Centre for Quality Assurance/The Senate/ The Council, University of Kelaniya

Scope and Audience

This policy document is applicable to all higher education institutions and institutes that seek affiliation with the University of Kelaniya for the recognition of their programs of study. The purpose of this affiliation is to enable these institutions to award qualifications sanctioned by the University of Kelaniya, with the approval by the University Senate, upon the successful completion of the recognized programs. However, this policy does not apply to institutions recognized as Degree Awarding Institutes by the Standing Committee on Accreditation and Quality Assurance (SCAQA) and foreign institutions that have been recognized by the Senate of the University of Kelaniya.

Rationale

This policy document is introduced to formalize a framework that allows the systematic evaluation of state or non-state higher education institutions or institutes (HEIs) which do not have degree-awarding status, to ensure compliance with specified standards, prior to affiliation with the University for purposes of award of qualifications by the University of Kelaniya, on successful completion of programme(s) of study offered by such institution / institute.

In line with national and international practices in higher education and the Sri Lanka Qualification Framework (SLQF), it is imperative for HEIs to adopt good practices, uphold high academic standards, and align with national values. Furthermore, regular internal and external quality assurance mechanisms must be embedded into the system to support continuous improvement and alignment with higher education goals. Institutions must demonstrate a genuine commitment to these principles by maintaining their capacity to uphold and sustain the values and objectives as outlined

in their corporate plans. These objectives are specific to the degree programs they offer and are central to maintaining their status as credible HEIs.

To support these principles, through this policy document, the Centre for Quality Assurance of the University of Kelaniya establishes a clear set of criteria. These criteria address subject-specific aspects of higher education service delivery and form the basis for recognition of the HEI and the programme(s) of study offered by the HEI in accordance with the standards expected by the University of Kelaniya. The policy is designed to ensure that HEIs affiliated to the University conduct thorough self-evaluation of the programmes of study offered by them and are subjected to regular external evaluations by a panel appointed by the University of Kelaniya.

This provides a general framework for quality assurance of programmes of study offered by HEIs affiliated to the University of Kelaniya, for purposes of award of the relevant qualifications.

SECTION B

1. Policy Purpose

The purpose of this policy document is to establish guidelines and criteria for quality assurance of HEIs affiliated to the University of Kelaniya, and for programme(s) of study offered by such HEIs. It aims to ensure that these programs meet the required standards for academic quality and integrity.

2. Stages of the Evaluation Process

The evaluation process is comprised of two stages, each serving a distinct purpose in determining an institution's eligibility for recognition and affiliation with the University of Kelaniya.

2.1 Stage 1 – Desk evaluation on Pre-requisites:

In the first stage, the institution's foundational requirements are reviewed to ensure that all pre-requisites are met. With the submission of the SERC of the Institute for evaluation, the documents stated in Annexure 1 must be submitted as pre-requisites for evaluation by the Director CQA, Dean of the relevant faculty and the Registrar and the Bursar of the University of Kelaniya. This assessment includes evaluating documentation related to; recognition of entity, objectives of the entity, contact information, operation site of entity, academic programme, and audited financial statements. If these pre-requisites are not met (each item must score at least 2), the application will be disqualified without further evaluation. However, institutions may resubmit the revised documents before the expiry of six months for reconsideration. Please refer to Annexure 1: Desk evaluation report on Pre-requisites report for evaluation process and criteria.

Stage 2 – Final Review:

In the second stage, institutions that have met the pre-requisites undergo a comprehensive assessment to determine their eligibility for formal recognition and affiliation with the University Kelaniya. This assessment focuses on evaluating the quality and standards of the academic programs, alignment with

University guidelines, and the institution's capability to deliver programs that meet the University's academic and operational criteria. Upon successful completion of this stage, the institution may be granted formal recognition and affiliation status, enabling it to award qualifications endorsed by the University of Kelaniya.

3. Main Criteria for Evaluation (Stage 2)

The University of Kelaniya will adopt the same criteria that have been identified by the Non-State Higher Education Division of the Ministry of Higher Education, in their guidelines for recognition of degree awarding institutions.

These six criteria are as follows:

- A. Governance
- B. Management
- C. Financial Viability
- D. Physical Resources
- E. Academic Planning Process, Academic Programme, and Quality Assurance System
- F. Academic Competencies of Staff

3. Details of Criteria and sub-criteria

3.1 Criterion 1. Governance

Scope of criterion: There should be a governance structure with clearly defined hierarchy such as a Board of Governors or Board of Management, an Academic Syndicate (or Senate), Faculty Boards, Academic Departments, and Centres/Units. The composition and functions of such bodies must be clearly defined. Moreover, the roles and responsibilities of relevant officials involved (i.e. Chief Executive Officer, Deans, Heads of Departments, Registrar, Bursar, etc.) who are accountable for administrative, academic and financial matters should be identified and clearly stated.

The following sub-criteria have identified.

3.1.1 Governance Structure: The institution must demonstrate a well-defined governance structure, ensuring transparency and accountability in its operations. It should represent both academic and administration staff, however, 2/3 of staff must be however, 2/3 of staff must be full-time academic staff of the relevant institution.

3.1.2 Profiles of Governing and Academic Board Members: Detailed profiles of members serving on the Governing Boards and Academic Boards along with the organogram must be submitted for review.

3.1.3 Minutes of Board Meetings: The institution must maintain the annual meeting calendar. Minutes of meetings of the Governing Boards and Academic Boards must be available for inspection during site visits.

3.1.4 Annual Declarations: The institution must submit the annual declarations of its company directors to the Registrar of Companies or the BOI, as applicable. Moreover, it should clearly mention the number of companies or bodies that hold the directorship or similar capacities.

3.2 Criterion 2. Management

Scope of Criterion: The management of the HEI shall be carried out through the guidance of Standing Committees appointed by the Governing Council/Board of Management, in accordance with the management procedure. Such Committees shall address all issues related to general administration, academic administration, financial management, and disciplinary and welfare matters.

3.2.1 Corporate/Strategic Plan: The institution must submit a comprehensive corporate or strategic plan outlining its long-term goals, objectives, and the strategies to achieve them (at least 3 years rolling).

3.2.2 Staffing Structure and Recruitment Schemes: The institution must provide details of cadre positions, recruitment schemes, including job duties, required qualifications, service conditions, entitlements, and recruitment and promotion procedures for all non-academic positions.

3.2.3 Administrative Procedures: The institution must have documented administrative procedures. and a clear list of duties for all academic and administrative staff.

3.2.4 Monitoring and Supervision Mechanism: The institution must demonstrate a robust monitoring and supervision system, including an internal auditing plan and external audit information to ensure accountability and transparency.

3.2.5 Annual Reports: The institution must provide annual reports for the last three consecutive years, in the case of an already functioning institution, to demonstrate its financial and operational performance over time.

3.3 Criterion 3. Financial Viability

Scope of criterion: The Institute shall clearly demonstrate its financial capacity and viability. Further, it must provide assurance and place sureties in place to face contingencies /emergencies and meet the compensations for students and employees if the institute is faced with suspension of its operation and activities.

3.3.1 Banking Information: The institution must provide certified bank details, including bank balances for the last three consecutive years, verified by authorized officers of the respective banks.

3.3.2 Financial Forecast: The institution must submit a financial forecast for the next three consecutive years, based on its corporate/strategic plan, to ensure long-term financial sustainability.

3.4 Criterion 4. Physical Resources

Scope of criterion: The institute shall have established all physical facilities required to operate as a higher educational institute. The institute must have an administrative complex and facilities for educational activities. These includes administrative complex/building, lecture rooms, auditorium, student teaching and training laboratories, library, computer facilities, sports and recreational facilities, a cafeteria and rest rooms, and in the case of professional courses, the institution must have its own training institute facility/hospital or have access to a suitable training facility/hospital, as the case may be. If the training facility /hospital is a government concern, partnership shall have been formalized by means of a Memorandum of understanding and shall be implemented through an Agreement.

3.4.1 Infrastructure Master Plan: The institution must present a detailed infrastructure master plan outlining the development and use of physical resources for its operations.

3.4.2 Partnership Agreements: The institution must provide memoranda of understanding (MOUs) or agreements with partner institutions (University of Kelaniya).

3.4.3 Academic and Administrative Facilities: The institution must have adequate physical facilities for academic and administrative functions, including:

Lecture theaters, tutorial rooms, and laboratories for practical classes.

Clinical or in-plant training facilities.

3.4.4 Common Amenities: The institution must provide essential common amenities, such as a library, computer center/unit, gymnasium, recreational facilities, a cafeteria, and restrooms for staff and students.

3.5 Criterion 5. Academic Planning Process, Academic Programmes, and Quality Assurance System

Scope of criterion: The institute shall clearly demonstrate its capacity to plan and conduct academic training programmes that would meet the standards and quality assurance criteria defined by the SCAQA. This

includes availability of qualified academic and technical staff for academic development and planning, teaching/training material development, and conduct educational programmes and examinations and institutional arrangements for internal and external quality assurance mechanisms and procedures. The academic programmes conducted should have relevance to the national needs. Such programmes need to be in conformity with the Vision and Mission of the Institute and compatible with physical and human resources available and experience of institute.

3.5.1 Institutional By-laws: The institution must provide its by-laws that govern academic and administrative processes, ensuring compliance with regulatory standards.

3.5.2 Program Information Materials: The institution must submit prospectuses, handbooks, or brochures that give detailed information about the academic study programs.

3.5.3 Entry Qualifications: The students enrolled for the relevant programme of study leading to award of the qualification by the University of Kelaniya, must have at least three (03) S passes, in the relevant stream(s) in one sitting at the GCE A/L examination conducted by the Department of Examinations, Sri Lanka, or an equivalent qualification as approved by the University of Kelaniya.

3.5.4 Study Program Structure: The institution must provide a comprehensive outline of the study program leading to a qualification to be awarded by the University, including its objectives and structure.

3.5.5 Compliance with SLQF (Sri Lanka Qualifications Framework): The academic programs leading to qualifications to be awarded by the University of Kelaniya must comply with the standards set by the Sri Lanka Qualifications Framework (SLQF).

3.5.6 Qualification Descriptors: The institution must define clear qualification descriptors that specify the knowledge, skills, and competencies students will acquire upon completion of the said program of study leading to award of a qualification by the University of Kelaniya.

3.5.7 Intended Learning Outcomes: The program and individual courses must have clearly defined intended learning outcomes that align with the SLQF.

3.5.8 Course/Module Content: The institution must provide detailed descriptions of the content of each course unit or module offered within the program.

3.5.9 Teaching, Learning and Assessment Methods: The institution must outline the teaching, learning and assessment methods employed in delivering the program, ensuring they are

appropriate for the intended learning outcomes. Availability of approved list of examiners (first and second examiners) and moderators.

3.5.10 Assessment Rules and Regulations: The institution must have clear rules and regulations governing assessments (summative and formative), ensuring transparency and fairness in evaluating student performance.

3.5.11 Past Examination Papers and Answer Scripts: The institution must provide past question papers and answer scripts (if available) for evaluation purposes, along with results of the graduating class over the past five years (if applicable).

3.5.12 Internal and External Quality Assurance Frameworks: The institution must demonstrate its internal and external quality assurance procedures to ensure continuous improvement and adherence to academic standards.

3.6 Criterion 6. Academic Competencies of Staff

Scope of Criterion: The Institution shall have a minimum number of academic staff employed on a permanent basis or on long-term contracts. The academic staff must possess basic and post-graduate qualifications from recognized Universities in the relevant field together with sufficient teaching experience. They also should have information and a plan for academic and non-academic cadre positions, suitable staff development programme, continuing professional development.

3.6.1 Academic Cadre Positions: The institution must provide details of its academic cadre positions, including the structure and roles of its academic staff.

3.6.2 Qualifications of Academic Staff: The institution must submit evidence of the academic and professional qualifications of its staff as stated in the SLQF in the section of non-state Universities.

3.6.3 Human Resource Development Plan: The institution must have a comprehensive human resource development plan, including staff development programs, continuing professional development, and a succession plan for academic staff.

3.6.4 Staff-to-Student Ratio: The institution must maintain an appropriate staff-to-student ratio to ensure effective teaching and learning experiences that will be decided by the senate of the University of Kelaniya.

3.6.5 Industry Interaction: The institution must provide evidence of staff interaction with industry, fostering collaboration and practical application of academic knowledge.

4. Evaluation Process

- 4.1** Higher Education Institutes (HEIs) seeking affiliation with the University of Kelaniya must first submit the SERC of their institute for evaluation, along with the documents outlined in Annexure 1, which are required as prerequisites. The Director / CQA, the Dean of the relevant Faculty, the Registrar and the Bursar of the University of Kelaniya will assess the submitted documents and forward their evaluation to the Senate of the University of Kelaniya for a decision. Only applications that meet the eligibility requirements will be invited to submit a self-evaluation report. This report must comprehensively address the specified criteria and sub-criteria and include relevant supporting evidence. The submitted self-evaluation report will be reviewed by a panel of experts recommended by the Senate and appointed by the Vice-Chancellor.
- 4.2** The composition of the evaluation panel should be as follows:
- Director Quality Assurance – University of Kelaniya (Chair)
 - Dean of the relevant Faculty
 - Registrar of the University
 - One subject expert from the relevant Faculty, of Senior Lecturer Gr I, or above, with prior experience as a Programme Reviewer for external quality assurance activities
 - An academic staff member of Senior Lecturer Gr II or above, from the Department of Accountancy of the Faculty of Commerce and Management Studies, who is a qualified chartered accountant.
- 4.3** Members of the review team should not be advisors to the applicant institute. They are expected to maintain impartiality throughout the review, adhering to the highest standards of professional integrity throughout review and submission of their review report to the Vice-Chancellor.
- 4.4** Reviewers are expected to do a desk review of the self-evaluation report submitted by the applicant HEI and then conduct a preliminary meeting to identify matters to be cleared at the site visit.
- 4.5** A site visit should be conducted by the review panel, according to an itinerary agreed with the applicant HEI, to enable:
- Review of the relevant supporting documents
 - Observation of facilities
 - Discussions with staff about the self-evaluation report and supporting documents
 - Discussions with support and administrative staff concerning institution quality assurance and resources matters
- Obtain students' views on the quality of learning experience in their program of study.

However, if an institution seeks approval for a subsequent programme, only **Criterion**

5: Academic Planning Process, Academic Programmes, and Quality

Assurance System, and **Criterion 6: Academic Competencies of Staff** will be assessed.

5. Types of Recommendations

5.1 Final Recommendation

The review team is required to recommend one of the 3 options listed below, based on an objective evaluation of the operations followed by the institution, using the checklist provided in the Annexure and the process described below.

Accordingly, the final recommendations in the review report should be one of the following:

Recognize – No improvements needed (Institute and programme of study functions at a standard sufficient for affiliation to the University of Kelaniya)

Provisionally Recognize - Improvements are needed in the areas identified by the review team before the institution and the programme of study can be recommended for affiliation to the University.

Decline Recognition – The review team does not recommend affiliation of the Institution or the programme of study to the University (the Review Team shall submit reasons for declining recognition).

5.2 Rating scale for evaluation of sub-criteria

The review team shall use the following rating scale to evaluate each of the sub-criteria given in the annexed checklist.

RATING	DESCRIPTOR	NUMERICAL SCORE
Good	No shortcomings in the operation's achievement of its objectives, in its efficiency or in its relevance	3
Adequate	Minor shortcomings in the operation's achievement of its objectives, in its efficiency or in its relevance.	2
Barely Adequate	Major shortcomings in the operation's achievement of its objectives, in its efficiency or in its relevance	1
Inadequate	Evidence provided is inadequate to prove the capacity and quality	0
Not Applicable	Source of Evidence referred is Not Applicable	N/A

5.3 Calculation of criterion-wise and overall scores

The review team shall calculate the **average score for each of the six review criteria**, on a scale of 0.00 to 3.00. In calculating the average score, the review team should not take into account those sub-criteria that are determined by the team to be not applicable to the current review.

The **final overall score** shall be calculated to two decimal places, based on the average score for the six review criteria.

The **final recommendation** shall be based on the final overall score as well as the average scores for each review criterion.

A recommendation to **Recognize** fully for affiliation to the University of Kelaniya shall require an overall score of 2.5, together with scores of at least 2.00 for each of the 6 review criteria.

A recommendation for **Provisional Recognition** shall require an overall score of 2.00 – 2.49, together with scores of at least 1.75 for each of the 6 review criteria and specifications of the conditions to be met. A recommendation of Provisional Recognition must be accompanied by clear identification of the shortcomings that need rectification and a time frame for implementation of corrective measures.

An overall score of less than 2.00 or scores of less than 1.75 for any of the 6 review criteria shall lead to a recommendation to **decline recognition**. Such a recommendation should be accompanied by a list of shortcomings that resulted in the outcome.

6. Context-Specific Considerations Clause

In addition to the standard marking rubric outlined in this document, evaluators may exercise discretion to address unique or exceptional aspects of individual cases. These considerations will be documented and justified to ensure consistency with institutional assessment standards and fairness in the review process.

7. Periodic Review

The evaluation process, including the submission of a self-evaluation report, site visit, and review of supporting evidence, will be repeated every five (5) years to ensure continuous compliance with quality assurance standards and sustained alignment with the criteria set by the University of Kelaniya.

SECTION C

Revision History

(Revision Dates: Month, Year)

UNIVERSITY OF KELANIYA
CENTRE FOR QUALITY ASSURANCE
EVALUATION FORM

Name of the Institution :

Degree Programme :

Date submitted :

Date Reviewed :

Review Summary

As indicated in the following table the review team will summarize their findings in each criterion. The collective statements on each of the six criteria will lead the team to their overall judgment giving evidence.

Criterion	Average Score (0.00 – 3.00)	Reasons for rating/ Areas need improvement if any
1. Governance		
2. Management		
3. Financial Viability		
4. Physical Resources		
5. Academic Planning Process, Academic Programme, and Quality Assurance System		
6. Academic Competencies of Staff		

Criterion 1 – Governance

(Minimum rating 1.75)

Sub-criteria and Source of Evidence	Reasons for Rating	Rating				
		N/A	0.00	1.00	2.00	3.00
a) Governance Structure (Governance Structure (organizational chart). b) Profiles of Governing and Academic Board Members. c) Minutes of Board Meetings (Meeting calendar and meeting minutes). d) Annual Declarations (Company directors written consent form).						

Criterion 2 – Management

(Minimum rating 1.75)

Sub-criteria and Source of Evidence	Reasons for Rating	Rating				
		N/A	0.00	1.00	2.00	3.00
a) Corporate/Strategic Plan (The institution's corporate plan at least for next 3 years). b) Staffing Structure and Recruitment Schemes (Details of carder positions, recruitment schemes, including job duties, required qualifications, service conditions, entitlements, and recruitment and promotion procedures for all non-academic positions). c) Human Resource Development Plan (Human resource development plan, including staff development and succession plans for non-academic positions).						

d) Administrative Procedures (clear list of duties for all staff members). e) Monitoring and Supervision Mechanism (internal auditing plan and external audit information). f) Annual Reports (Annual report for past three years).		
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Criterion 3 - Financial Viability

(Minimum rating 1.75)

Sub-criteria and Source of Evidence	Reasons for Rating	Rating				
		N/A	0.00	1.00	2.00	3.00
a) Banking Information (Certified bank details, including bank balances for the last three consecutive years, verified by authorized officers of the respective banks). b) Financial Forecast (The financial forecast for the next three consecutive years, based on its corporate/strategic plan).						

Criterion 4 - Physical Resources

(Minimum rating 1.75)

Sub-criteria and Source of Evidence	Reasons for Rating	Rating				
		N/A	0.00	1.00	2.00	3.00

a) Infrastructure Master Plan (Lecture theaters, tutorial rooms, and laboratories for practical classes). b) Partnership Agreements (Clinical or in-plant training facilities). c) Academic and Administrative Facilities (Lecture theaters, tutorial rooms, and laboratories for practical classes. d) Clinical or in-plant training facilities). e) Common Amenities (common amenities, such as a library, computer center/unit, gymnasium, recreational facilities, a cafeteria, and restrooms for staff and students).		
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Criterion 5 - ACADEMIC PLANNING PROCESS, ACADEMIC PROGRAMME, AND QUALITY ASSURANCE SYSTEM

(Minimum rating 1.75)

Sub-criteria and Source of Evidence	Reasons for Rating	Rating				
		N/A	0.00	1.00	2.00	3.00
a) Institutional By-laws b) Program Information Materials c) Entry Qualifications d) Study Program Structure e) Compliance with SLQF (Sri Lanka Qualifications Framework) f) Qualification Descriptors g) Intended Learning Outcomes h) Course/Module Content i) Teaching, Learning and Assessment Methods j) Assessment Rules and Regulations k) Past Examination Papers and Answer Scripts l) Internal and External Quality Assurance Frameworks						

Criterion 6 - ACADEMIC COMPETENCIES OF STAFF (OVERALL)**(Minimum rating 1.75)**

Sub-criteria and Source of Evidence	Reasons for Rating	Rating				
		N/A	0.00	1.00	2.00	3.00
a) Academic Cadre Positions (Document of Academic carder position). b) Qualifications of Academic Staff (The academic and professional qualifications, e.g. Degree certificates, Membership certificates of professional bodies). c) Human Resource Development Plan (human resource development plan, staff development programs, continuing professional development, and a succession plan for academic staff). d) Staff-to-Student Ratio (statement of staff-to-student ratio). e) Industry Interaction (MOUs with industry partners, industry forum).						

Reviewers' Observations and Recommendations

Name	Position	Signature	Date
1.			
2.			
3.			
4.			
5.			

Recommendation of the Senate

Annexure 1. Desk evaluation report on Pre-requisites

Score Guide with descriptors: 0– Inadequate, 1– Barely Adequate, 2 – Adequate, 3 – Good

Prerequisites	Requirement	Examples of Evidence	Observation of evaluator and comment/s
P1: Registration of Entity	<p>a. The Entity shall be established and registered under the provisions of Companies Act No.7 of 2007 (Companies Act) or Board of Investment (BOI) Sri Lanka Law No. 04 of 1978 as amended or as a State Entity established under an Act of Parliament /Cabinet Approval / Gazette Notification or any other relevant legislation.</p> <p>b. The Entity shall make available documents conveyed to the relevant Ministry/Authority of any amendment to the original registration.</p>	<p>a. Copy of the Certificate of Incorporation/ Approval under BOI Law, Copy Parliament Act / Cabinet Approval / Gazette Notification /Any other relevant document</p> <p>b. Amended copy of the Certificate of Incorporation/ Approval under BOI Law, Copy Parliament Act / Cabinet Approval / Gazette Notification /Any other relevant document</p>	
P2: Objectives of the Entity	<p>a. Instrument of incorporation of the entity shall include provisions for higher education under the 'Objects Clause' if registered under the Companies Act No 7 of 2007 or in the equivalent section in any other piece of legislation.</p>	<p>a. Copy of the Articles of Association or relevant Act highlighting the relevant clause/s.</p>	
	<p>b. The Entity shall have teaching/learning, research and outreach in Higher Education as the main objectives.</p>	<p>b. Copy of the incorporation highlighting the relevant objectives</p>	
P3: Contact Information	<p>The Entity shall name a senior staff member of the Entity as its contact person who shall act as the focal point so that he will be responsible for the Institute to provide all the necessary documents and to communicate with the panel.</p>	<p>Name and designation of contact person, Official telephone numbers, Postal address where official letters can be delivered to, electronic mail address of the Entity, website.</p>	

P4: Operational site of Entity	The entity shall disclose the type of ownership/possession of the land and building where the operational site/s are situated.	If purchased - Deed of Transfer with extracts from the land Registry, If possessed by way of a State Grant/Vesting - vesting Order/Certificate, If intending to purchase - Agreement to Sell duly registered with extracts from the land Registry, If possessed by way of a lease - Lease agreement duly registered and the relevant extracts from the land registry (The deeds and other documents should be authenticated by a lawyer as to its validity)	
P5: Academic Programs:	The institute should provide a list of programmes of study and qualifications offered by the Entity, and identify the programme of study leading to the qualification to be awarded by the University of Kelaniya	List of programmes of study and qualifications including those offered in affiliation with foreign HEIs (if any).	
P6: Audited Financial Statements	The institute should demonstrate the financial capacity to operate as a Degree Awarding Institute.	Audited financial statements of at least past three years certified by the Auditor General/Chartered Accountant as applicable.	

Calculation of Score

Criterion	Score
P1: Registration of Entity	
P2: Objectives of the Entity	
P3: Contact Information	
P4: Operational site of Entity	
P5: Academic Programs:	
P6: Audited Financial Statements	
Overall Score	

1. Director, Centre for Quality Assurance – University of Kelaniya

Name:-----

Signature :----- Date:-----

2. Dean – Faculty of

Name:-----

Signature :----- Date:-----

3. Registrar – University of Kelaniya

Name:-----

Signature :----- Date:-----

4. Bursar- University of Kelaniya

Name:-----

Signature :----- Date:-----

Recommendation of the Senate