

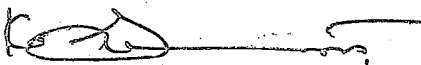
DEAN'S OFFICE
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23 JUN 2021
Faculty of Arts
University of Jaffna

S/ 20/14/ART/1

Program Review Action Plan 2019-2023 -Ramanathan Academy of Fine Arts

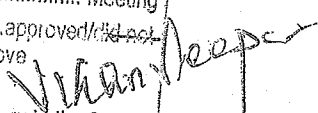
The Faculty Board of Faculty of Arts at its Special meeting held on 15.06.2021 recommended the Programme Review Action Plan 2019-2023 which is annexed herewith.

Senate approval is solicited.



Dean
Faculty of Arts

Dr. Ramanathan
Dean, Faculty of Arts,
University of Jaffna
Jaffna, Sri Lanka

Dean / Arts .
The Senate at its Special Meeting
held on 22/6/2021 approved/ did not
approve/Confirmed/Noted the above

Secretary to the Senate

TO: AR / RAFA.

Program Review - Action Plan for 2019-2023
Ramanathan Academy of Fine Arts,
Faculty of Arts,
University of Jaffna,

Section 1: Introduction

The program review was held on October 1st- 4th 2018 in Ramanathan Academy of Fine Arts. Three Self Evaluation Reports were submitted to QAC/UGC on the 15th of May 2018. The final review report was received and on that basis, action plan is prepared.

QAC facilitated to write the action plan for the recommendations in the review report of QAC/UGC in the given format.

Section 2: SWOT analysis of commendations and recommendations in review reports

Strength:

1. Effective and efficient delivery of its curriculum and won the hearts of the students.
2. Students are happy with the educational programs.
3. RAFA has a relatively young academic staff and majority of them have graduated from the same institute.
4. RAFA academics are strong commitment to the educational activities and sufficient knowledge in their disciplines and adhered to good teaching practices.
5. Heads of the departments appointed among the staff looks after the academic activities and the quality assurance aspects are looked after by relatively ingenious group.
6. RAFA offers an orientation program for the new entrants and educate them about the rules and regulations of their degree program.
7. Students have been engaged in extracurricular activities and brought the credit to the university in the form of awards in national competitions.
8. Within the review process review members noticed that students are happy about their assessment process.

Weakness:

1. Detailed handbook must be provide with the course specifications to the students at commencement of the degree programs
2. Identify rules and regulations and action plan for RAFA
3. Need more postgraduate qualified staff
4. Should Improve maintenance and storage of equipment and instruments

5. ICT, Health, sports, hostel, and canteen, library are must be facilitated or insufficient
6. Art Gallery, Theatre and Photography Studio must be developed
7. Should get the stakeholder's participation in design and development of the program
8. The degree programs need to comply with SLQF, SBS and OBE
9. Must be incorporated internship, vocational training for revised curriculum.
10. Staff has to be strengthen with necessary training of course/module design and development
11. Teaching and learning must be aligned with the vision and mission
12. Practicing of blended learning must be improved.
13. RAFA should follow key performance indicators for the development
14. RAFA should recruit and develop administrative and technical supporting staff.
15. Student's counseling and student's grievances must be visible and effectively.
16. Fall-back options must be established in the curriculum design.
17. RAFA alumni must be strengthened toward their career advancement.
18. Continuous assessment marks must be provided to the students
19. Results should be released on time and avoid displaying results with name of the students
20. RAFA must be established learning management system.
21. RAFA should be established linkage with outside organizations
22. Rewarding system should be established to encourage academics.

Opportunities:

1. Increasing demands for postgraduate degree programs.
2. Demands from undergraduate students for admission

Threats:

1. RAFA is located at Maruthanarmadam near Chunnakam 8 km away from the main campus and it has basic facilities to conduct their degree programs with a library, mini auditorium, cafeteria and female hostels are insufficient for the increasing student enrollment.
2. Main campus provides other facilities including student affairs and sports activities. It is advisable to purchase or lease the land for leisure time activities as mentioned above.

Programme Review Action Plan 2019 -2023 University of Jaffna, Ramanathan Academy of Fine Arts

| Criteria | Relevant recommendation in Review Report | Proposed activity / sub-activity | Relevant key performance indicator | 2019 | 2020 | 2021 | 2022 | 2023 | Responsible officer |
|-----------------------|--|---|--|------|------|------|------|------|--|
| 1. Program Management | 1. Detailed handbook to be provided to the students at the commencement of the degree programs | 1. Developing revised and detailed student Handbook | Progress in developing student handbook | 50% | 70% | 100% | ✓ | ✓ | Dean/Arts,HODs & Coordinators, DR/Arts, AR/RAFA, |
| | | 2. Issuing the student Handbook and code of conduct at the commencement of the degree program | Providing students hand book for the new intake | | | ✓ | ✓ | ✓ | |
| | 2. Website to be developed | 1. Designing and developing of RAFA website representing vision and mission of RAFA | Designing and developing the website. | 50% | 70% | 100% | | | Dean/Arts,HODs & Coordinators, Head/Computer Unit,AR/RAFA, |
| | | 2. Finalize and upload the website | Upload the RAFA website | | | ✓ | ✓ | ✓ | |
| | 3. Document compilation to be improved | 1. Arranging workshops and trainings to support staff to maintain the documents. | Number of workshops and trainings to support staff | | | 1 | 2 | 2 | Dean/Arts,HODs & Coordinators, AR/RAFA,Director/S DC |
| | | 2. Developing System to keep records and minutes. | Ensuring and monitoring the record system. | | | ✓ | ✓ | ✓ | |
| | 4.1 Rules and regulations to be developed | Developing By laws | progress of amending By Laws | | | | ✓ | ✓ | Dean/Arts,HODs & Coordinators,AR/RAF A,CDMRC |
| | 4.2 Action plan to be developed | Developing action plan and strategic plan | Developed action plan for RAFA | | | 100% | 100% | 100% | Dean/Arts,HODs & Coordinators,AR/RAF A,IQAC/RAFA |

| 2. Human and Physical resources | | 1 | 2 | 3 | 6 | 9 | Dean/Arts,HODs & Coordinators, Director/SDC |
|--|--|---|-----|-----|-----|-----|--|
| 5. Continuous Professional Development need to be strengthened. | Arranging platform for knowledge sharing for academic staff from eminent professionals. | Number of workshops and demonstrations | 4 | 4 | 5 | 6 | 7 |
| 6. Postgraduate qualified staff to be increased. | 1. Encouraging and facilitating the academic staff to obtain postgraduate qualification whether abroad or local 2. Increasing the academic cadre positions based on student numbers | Number of academic staff with postgraduate (Ph.D) or equivalent qualifications. | 4 | 4 | 5 | 6 | 7 |
| 7. Facilities for maintenance/ storage of equipment and instruments to be improved | constructing a new architect design building with adequate and appropriate facilities that cater the needs of all user departments with aesthetic values. | Recruiting academic staff with postgraduate as per student ratio. | | √ | √ | √ | VC,Dean/Arts,HODs & Coordinators,DR/Est(AC) |
| 8. 1. ICT facilities need to be strengthened. | 1. creating new cadre positions (academic technical staff) and appointing staff for ICT. | Progress in construction | | 30% | 40% | 50% | 60% |
| | 2. Providing adequate space for ICT lecture halls | No. of new cadre positions | | | 50% | 70% | 100% |
| | 3. Providing ICT tools for teaching and learning. | % of infrastructure facilities for ICT lecture halls | 50% | 50% | 50% | 70% | 100% |
| | | % of ICT learning materials | 30% | 30% | 50% | 70% | 100% |
| | | | | | | | Dean/Arts,HODs & Coordinators,AR/RAFA,Head/Computer Unit |

| | | | | | | | |
|--|---|-----|-----|-----|------|------|---|
| 8. 2. Health centre facilities to be strengthened considering student Nos which is more than 700 | 1. Appointing a permanent or contract basis Doctor, Nurses and other staff for health centre full time. | 30% | 30% | 30% | 60% | 100% | VC, Dean/Arts, AR/RAFA |
| | 2. Constructing a new permanent architect design building which suitable and ideal for health centre. | 30% | 30% | 30% | 60% | 100% | VC, Dean/Arts, Works Engineer, DR/Capital Works |
| 8. 3. Hostel facilities to be strengthened | 1. Constructing new hostels for needy students. | 50% | 50% | 50% | 50% | 100% | VC, Dean/Arts, Works Engineer, DR/Capital Works, AR/Welfare |
| | 2. Renovating the hostel with basic requirements. | | | | 70% | 100% | |
| | 3. Providing study hall / performance practice hall for each discipline | | | | | 100% | |
| 8. 4. Students common room and Canteen facilities to be strengthened. | 4. Providing space for leisure time activities. | | | 50% | 70% | 100% | Dean/Arts, Works Engineer, DR/Capital works, AR/Welfare |
| | 1. Improving facilities in the canteen | 10% | 20% | 60% | 80% | 100% | |
| | 2. Constructing a new permanent or semi permanent building for students common room and canteen as per student ratio. | | | 50% | 70% | 85% | |
| | 9. Library facilities to be improved | | | 60% | 100% | 100% | |
| 9. Library facilities to be improved | Renovating library with IT facilities | | | | | | HODs & Coordinators, Librarian, Head/Computer Unit |

| | | Purchasing required learning materials | % of learning materials purchased | | 70% | 90% | 90% | HODs & Coordinators, Librarian |
|----------------------------------|--|--|---|-----|-----|------|------|---|
| * Program design and development | 10. Art Gallery, Theatre and Photography Studio need to be established | 1. Purchasing a land and constructing a building for Art gallery | 1. Progress in purchase a land and construct art gallery | | 30% | 50% | 70% | VC, Dean/Arts, Works Engineer, DR/Capital Works |
| | | 2. Establishing photography studio | 2. Progress of developing the photography studio | | 30% | 50% | 70% | |
| | 11. student-centered practices in theory courses to be increased | 1. Practicing student centered learning in theory courses | % of staff practicing SCL in theory courses | 50% | 80% | 100% | 100% | HODs Coordinators, SDC, QAC |
| | | 2. Conducting workshops for staff | % of staff with adequate workshops and training | | 60% | 80% | 100% | |
| | | 3. Constructing architect design lecture halls with modern teaching facilities | % of ICT equipped infrastructure facilities | | 50% | 70% | 80% | |
| | 12. soft skill development courses to be incorporated | Incorporating softskills in the study program | Progress in incorporating softskill in study program. | 50% | 80% | 100% | 100% | Dean/Arts, HODs & Coordinators, AR/RAFA, Chairman/CDRMC |
| | | 13. choices for students in selecting the courses to be increased | Incorporating the choices of selecting the courses in the curriculum. | 50% | 80% | 100% | 100% | |

| | | | | | | | | |
|---|---|--|-----|-----|-----|------|------|--|
| 14. management and curriculum development needs to be addressed in an effective way | Setting up the Curriculum Development, Monitoring and Revision Committee and having regular meetings | Progress of addressing management and curriculum development needs. | | 30% | 50% | 75% | 90% | Dean/Arts, HODs & Co-ordinators, DR/Arts,AR/RAFA, Chairman/CDRMC |
| 15. stakeholders' participation in design and development of the program to be obtained | 1. Need analysis for a career opportunity and demand. | stakeholders engagement summary report | | ✓ | ✓ | ✓ | ✓ | Dean/Arts, HODs & Co-ordinators, Chairman/CDRMC |
| | 2. Multi-stakeholders discussions | | | | | | | |
| 16. The degree programs need to be complied with SLQF and SBS. | 3. Revising the curriculum based on the feedback | Approved revised curriculum | | | □ | ✓ | ✓ | Dean/Arts, HODs & Co-ordinators, Director/SDC |
| | Conducting SLQF and SBS workshops for the degree program | % of compliance with SLQF and SBS | 60% | 60% | 60% | 100% | 100% | |
| 17. internship/ Vocational training to be incorporated in the study program | Incorporating internship / industrial/ vocational training in the program | Progress in incorporating internship/ industrial training/ vocational training in the program. | | | 60% | 100% | 100% | Dean/Arts, HODs & Co-ordinators, Chairman/CDRMC |
| | 1. Review process and closely monitoring is being held time to time and constant discussion with main stakeholders viz. Department of Education and traditional performers. | Record maintenance | | | ✓ | ✓ | ✓ | |
| 18. Review and monitoring process to be strengthened | 2. further action for improvement will be taken up | | | | | | | Dean/Arts, HODs & Co-ordinators, IQAC,COA |

| 4. Course/ Module design and development | | 19. IQAC needs to be developed within RAFA. | | Developing and strengthening IQAC at RAFA premises. | | 1. Monthly meeting minutes at RAFA | | HODs & Co-ordinators, IQAC | |
|--|---|--|--|---|-----|------------------------------------|-----|----------------------------|--|
| 20. Staff and infrastructure facility to be developed for ongoing degree program | 1. Upgraded the Instructors as Lecturers | No. of staff upgraded | N/A | N/A | N/A | N/A | N/A | N/A | VC, Dean/Arts, HODs & Co-ordinators, IQAC, Chairman/CDRMC |
| | | | | | | | | | |
| | 3. Provided postgraduate degree for academic staff | No of staff obtained Postgraduate degree in abroad/locally | N/A | N/A | N/A | N/A | N/A | N/A | |
| | | | | | | | | | 4. Providing opportunity for Arts stream students to choose Carnatic music/ Bharathanattiyam as subjects in the A/L examination. |
| | 4. Provided infrastructure facilities | No. of permanent and semi permanent buildings provided | N/A | N/A | N/A | N/A | N/A | N/A | |
| | | | | | | | | | 21. course modules to be designed aligned with SLQF, SBS and OBE |
| | 22. Notional learning hours must be defined and in-cooperated in the courses. | Incorporating the notional hours in the courses. | Revised curriculum with incorporating the notional hours | | √ | √ | √ | √ | |

| Teaching and Learning | | 1.No of workshops conducted | | 2 | | 2 | | 2 | | Dean/Arts, HODs & Co-ordinators, Chairman/CDRMC,S DC | |
|---|--|--|--|-----|--|-----|--|-----|--|--|--|
| 23. To Incorporate appropriate media and technology in course design and delivery, and strengthen the staff with necessary training | Conducting workshops with using and handling IT facilities in course design and delivery | 1.No of workshops conducted | | 2 | | 2 | | 2 | | Dean/Arts, HODs & Co-ordinators, Chairman/CDRMC,S DC | |
| | | 2. % of amended course design and delivering methods | | 30% | | 50% | | 80% | | 95% | |
| 24. Teaching and learning to be aligned with the vision and mission. | Aligning teaching and learning with the vision and mission | % of alignment with the Vision and Mission | | 30% | | 50% | | 80% | | Dean/Arts, HODs & Co-ordinators, Chairman/CDRMC, | |
| 25. Provide course specifications to the students at the inception. | Providing handbook with course specifications | Students handbook | | ✓ | | ✓ | | ✓ | | Dean/Arts, HODs & Co-ordinators, DR/Arts,AR/RAFA | |
| 26. Blended learning to be incorporated | Incorporating blended learning system | students feedback | | ✓ | | ✓ | | ✓ | | Dean/Arts, HODs & Co-ordinators, Chairman/CDRMC | |
| 27. Key performance indicators to be followed for the development. | 1. Key performance indicators were not explicitly recorded. | Record maintenance | | ✓ | | ✓ | | ✓ | | IQAC, CQA | |
| | 2. Action will be taken in future | % of improvement of key performance indicators | | 30% | | 50% | | 75% | | | |
| 28. Teaching practices to be evaluated | Conducting peer evaluation regularly | Peer evaluation reports | | ✓ | | ✓ | | ✓ | | Heads, Coordinator, Dean, Director/CQA | |

| 6. Learning Environment, Student support and progression | | 1. increasing the administrative and technical staff cadre positions | | No. of approved cadres for administrative and technical supporting staffs. | | VC, Dean/Arts, HODs & Co-ordinators, DR/Est(NAC) | |
|--|---|--|-----|--|------|--|-----|
| 29. administrative & technical support to be strengthened | 2. Accelerating the recruitment of administrative and technical staff. | No. Of staff appointed | 3 | 4 | 8 | 50% | 70% |
| 30. Student counseling to be implemented | 1. Increasing the number of student counselors | Number of student counselors. | 3 | 5 | 5 | 3 | 5 |
| 31. Students' grievances to be addressed effectively. | 2. Developing the mechanism for student counseling | Record maintenance and students feedback | √ | √ | √ | √ | √ |
| | Developing the grievance committee within the RAFA premises | No. of grievances addressed | 30% | 50% | 75% | 30% | 50% |
| 32. Meaningful assessments to be carried out for continuous improvement. | 1. Document the meaningful assessments | Students feedback | √ | √ | √ | √ | √ |
| 33. Fall-back options to be introduced | 2. Encouraging the staff to utilize meaningful assessments for continuous improvement | Record maintenance | √ | √ | √ | √ | √ |
| | Introducing the fall-back options | Progress in introducing fall-back options | 50% | 80% | 100% | 50% | 80% |
| 34. Alumni to be strengthened and to be utilized for development | Establishing an Alumni Association in the RAFA premises | No of membership in the alumni | 30% | 50% | 100% | 30% | 50% |
| | Supporting the students through Alumni Association. | Number of students benefited from Alumni | | | 10% | | |

| 7. Student Assessment and Awards | | | | | | | | | |
|--|---|--|-----|------|------|------|------|--|--|
| 35. Existing method of Evaluation for Dissertation to be revised | Developing a criteria for evaluation of dissertation | Approved criteria for evaluation of dissertation | | | | | | | HODs & Co-ordinators, Chairman /CDRMC |
| 36. Continuous assessment marks to be provided to the students. | Ensuring the continuous assessment marks are given to students | Students feedback satisfaction | 80% | 100% | 100% | 100% | 100% | | HODs & Co-ordinators, Academic Staff |
| 37. Displaying results with names of the students to be avoided | Ensuring display of results with index/registration numbers. | Results sheets | ✓ | ✓ | ✓ | ✓ | ✓ | | HODs & Co-ordinators, AR/RAFA <i>Ref Exam</i> |
| 38. Records on retention, progression, completion and graduation rate to be maintained | Maintaining records of retention, progression, completion and graduation. | Relevant Records | | ✓ | ✓ | ✓ | ✓ | | Heads, Coordinators, Mentors, AR/RAFA |
| 39. Results to be released on time | Releasing the examination results within the stipulated time frame | Relevant examination records | ✓ | ✓ | ✓ | ✓ | ✓ | | VC, Dean, HODs & Coordinator, DR/Exam |

| 40. Learning management system(LMS) to be established | | Establishing and maintaining learning management system | LMS access records | ✓ | ✓ | ✓ | ✓ | ✓ | HODs & Co-ordinators, Academic staff, Computer Unit |
|---|--|--|--------------------|---|---|---|---|-----|---|
| 41. Credit transfer system to be implemented | Feasible if synchronized calendar of dates are available | NA | NA | | | | | | NA |
| 42. Linkage with outside organizations to be established | Established very closed relationship with Tanjore Tamil University, Madras University, Annamalai University and selected Universities and Private Institutions sectors | No. of signed MoUs & Record maintenance | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Dean/Arts, HODs & Co-ordinators |
| 43. Rewards system to be promoted to encourage academics. | Developing rewarding scheme for academics who excel in teaching and research | progress in rewarding scheme for academics who eminent in teaching/ performing/ research through Kandiah Karthigesu fund | | | | | | 50% | VC, Dean/Arts, IQAC, CQA |
| | | | | | | | | 70% | |
| | Implementing the reward scheme | No. of staff rewarded | | | | | | | |