FORMAT OF ANNUAL REPORT, CENTRE FOR QUALITY ASSURANCE
(To be submitted to QAC-UGC by 31 January each year)

SABARAGAMUWA UNIVERSITY OF SRI LANKA
REPORT FOR THE YEAR – 2024

1. **Meetings of Senate Standing Committee on Quality Assurance (SSC-QA)**

Serial No.	Meeting No.	Date	No. of Participation
1	57	22.02.2024	20
2	58	08.04.2024	23
3	59	12.08.2024	23
4	60	10.10.2024	22
5	61	11.11.2024	19
6	62	09.12.2024	24

**For the year 2024, there were six meeting. Due to the trade union actions of the non-academic staff and the administrative offices extended for more than three months, it was not possible to schedule all the planned meetings of SSCQA.

2. **Workshops/training programmes conducted by CQA**

No.	Date	Topic
Centre for Quality Assurance (CQA)		
01	01.01.2024	Quality enhancement of academic programme : Awareness programmes for conducting the Student satisfaction survey were done for the students of the faculty of Agricultural Sciences
02	04.01.2024	Quality enhancement of academic programme : Awareness programmes for conducting the Student satisfaction survey were done for the students of the faculty of Technology
03	09.08.2024	Quality enhancement of academic programme : Director, CQA conducted a session to the first year students (new comers) of Faculty of Computing on Quality Assurance
04	26.08.2024	Quality enhancement of academic programme : An awareness session has been conducted at the New Student Orientation Programme 2024, Faculty of Applied Sciences
05	02.10.2024	Quality enhancement programme: Workshop on "Assets Management and Board of Surveys for Administrative Staff of SUSL

06	19.10.2024	Director, CQA, SUSL had an awareness meeting with newly appointed QA Cell coordinator, FSSL, to discuss the matters related to QA activities
07	27.11.2024	Quality enhancement programme: Awareness Workshop – "Financial Procedures" for the Management Assistants of SUSL
08	06.12.2024	Quality enhancement programme: "Vision for the Journey" – Motivational Workshop for the Works Aides of SUSL
09	16.12.2024	Workshop – "Academic Life at SUSL" for the Newly recruited academic members of SUSL
10	18.12.2024	Awareness Workshop for "Institutional Review Preparatory Activities" for the Members of SSCQA and committee members appointed for the IR preparedness activities, SUSL

Quality Assurance Cell - Faculty of Graduate Studies (FGS)

01	17.02.2024	What is research problem for MSc Ayurvedic Hospital Management (2021/2023 intake)
02	18.02.2024	Philosophical Assumptions for MSc Ayurvedic Hospital Management (2021/2023 intake)
03	09.03.2024	Identification of research questions for MSc Ayurvedic Hospital Management (2021/2023 intake)
04	23.03.2024	Literature review - Bibliometrics techniques for MSc Ayurvedic Hospital Management (2021/2023 intake)
05	30.03.2024	How to overcome plagiarism for MSc Ayurvedic Hospital Management (2021/2023 intake)
06	06.04.2024	Critical thinking and creative writing for Research Higher Degree Candidates (2023 Intake)
07	07.04.2024	Introduction to RHD Programme & Identification of a Research Problem for Research Higher Degree Candidates (2023 Intake)
08	20.04.2024	Conducting literature review for Research Higher Degree Candidates (2023 Intake)
09	21.04.2024	Research Ethics for Research Higher Degree Candidates (2023 Intake)
10	21.04.2024	Library resources & referencing for research for Research Higher Degree Candidates (2023 Intake)
11	27.04.2024	The Philosophical Foundation of Research for Research Higher Degree

		Candidates (2023 Intake)
12	28.04.2024	Managing and analyzing quantitative data for Research Higher Degree Candidates (2023 Intake)
13	04.05.2024	Quantitative research designs for Research Higher Degree Candidates (2023 Intake)
14	05.05.2024	Qualitative research designs for Research Higher Degree Candidates (2023 Intake)
15	12.05.2024	Mixed-methods research designs for Research Higher Degree Candidates (2023 Intake)
16	19.05.2024	Academic writing for Research Higher Degree Candidates (2023 Intake)
17	19.09.2024	Awareness Session for Postgraduates - Intellectual Property (IP) Protection and Management, Role of UBLC in value creation process, Intellectual Property Policy of SUSL, Intellectual Property Protection - National and International, IP Commercialization, Patent Information Search and Startup Guide was conducted for RHD & Taught programme candidates
18	30.12.2024	Good Scientific Practice for Postgraduate Research and Taught programs
Quality Assurance Cell - Faculty of Agricultural Sciences (FAGS)		
01	13.03.2024	Workshop on Curriculum Development for academic staff
02	11.08.2024	Workshop on Curriculum Revision for Department of Agribusiness Management for the academic staff
03	14.08.2024	Workshop on Curriculum Revision for Department of Export Agriculture for the academic staff
04	15.08.2024	Workshop on Curriculum Revision for Department of Export Agriculture / Livestock Production for the academic staff
05	05.12.2024	Mentoring newly recruited academic staff – Examination and assessment for the Newly recruited academic staff
06	06.12.2024	Relationship Management and effective work life balance for the Non-academic staff
07	11.12.2024	Curriculum Revision for all academic staff including temporary staff
08	11.12.2024	Creating building blocks to build innovative mindsets for the Undergraduate students

09	19.12.2024	Legal framework on university ragging for the Undergraduate students
10	01.12.2024	"Taking teacher evaluation via online system an report generation" for Coordinators of three departments

Quality Assurance Cell - Faculty of Applied Sciences (FAPS)		
01	05.12.2024	Workshop on Innovation Management, Commercialization of research and IPR for Students (3rd and 4th year)
02	05.12.2024	Workshop on New Pedagogies for Teaching, Learning and Assessment on Applied Science Curriculum for Academic Staff; Assessment Procedure
03	11.12.2024	Workshop on Training on Laboratory Equipment Use; High-tech Instrument Laboratory Maintenance for Technical Officers
04	12.12.2024	Workshop on Effective Student Counselling and Career Guidance for Students (3rd and 4th year)
05	18.12.2024	Workshop on Work Place Ethics for the Non-Academic staff

Quality Assurance Cell - Faculty of Geomatics (FOG)		
01	27.02.2024	Faculty Curriculum Revision Meeting – Discussion on Foundation Programme revision for all faculty staff
02	27.11.2024	Align assessments, learning objectives and instructional strategies for effective teaching and learning for the staff of FOG
03	27.11.2024	The importance and Students' role of Quality Assurance for the students of FOG

Quality Assurance Cell - Faculty of Management Studies (FMS)		
01	-	Conducted Change Management (BM 4142) student mini projects
02	24.04.2024	Workshop I – Examination Best Practices was conducted for Academic Staff of Faculty of Management Studies

Quality Assurance Cell - Faculty of Medicine (FOM)		
01	11.03.2024	Workshop for Nursing Staff on Professional Clinical Appointment for nursing staff at Teaching Hospital, Ratnapura
02	19.03.2024	Progress review meeting on final year professional training at Kethumathee Hotel, New town, Ratnapura with the participation of consultants of Teaching Hospital Ratnapura and academic staff of FOM
03	09.10.2024	Stake holder meeting

04	20.10.2024	Progress Review & Workshop on Quality Assurance of MBBS Programme
05	01.12.2024	Student Feedback on MBBS programme

Quality Assurance Cell - Faculty of Social Sciences and Languages (FSSL)

01	08.11.2024	Workshop on Students' Rights and Obligations at a Higher Education Institute for the 1st year undergraduate students, FSSL
02	06.11.2024	Introduction and Training for the New Digital Lecture Evaluation System – Session 02 for all the academic staff members, FSSL
03	05.11.2024	Introduction and Training for the New Digital Lecture Evaluation System – Session 01 for all the academic staff members, FSSL
04	02.12.2024	Special Curriculum meeting was conducted to discuss the current progress of the curriculum revision

Quality Assurance Cell - Faculty of Technology (FOT)

01	01.10.2024	Workshop on Engine Operations & Arduino electronics for Undergraduate students
02	04.10.2024	Innovation and Product Development for Undergraduate students
03	11.10.2024	Start-up idea Generation and Validation for Undergraduate students
04	14.10.2024	Learn to Learn , Gender Equity and Leadership Development for Undergraduate students
05	26.11.2024	Mentoring and Career guidance Workshop for Undergraduate students

Quality Assurance Cell – Library QA Cell

01	-	Organizing a hands on training for library staff on Working with Digital libraries
02	05.09.2024	Workshop on working with digital library and hands-on training program for the SUSL library staff
03	23.10.2024	The 7th human library project
04	09.11.2024	Hands on training program on "D-Space" for library staff, SUSL
05	23.10.2024	7th Human Library Event, open for all
06	-	Organizing a hands on training for library staff on Working with Digital libraries

3. Submission of Self Evaluation Reports for external review by QAC

IR/PR	Name of programme/cluster	Date of submission of SER
	Not relevant for the year 2024	

4. Site visits for external review

IR/PR	Name of programme/cluster	Dates of site visit
	Not relevant for the year 2024	

Faculty of Geomatics has prepared documents / evidences to support the SER submitted in 2020. Site visit was not taken place and the relevant communication was made with the QAC, UGC.

5. Action plans for implementation of recommendations in external review reports

IR/PR	Name of Faculty/Institute/ Campus/Unit	Year of external review	Date of approval by Council
	Action plans for the site visits done in 2022; (Programmes of Faculty of Applied Sciences) were developed and submitted to the Senate and Council for the approval.	2022	In the approval process.

6. Any other activities / highlights for the year

Summary of policies / SOPs / other documents developed during the year 2023 by Centre for Quality Assurance, SUSL

No	Policy / SOPs / other documents prepared during the year 2024
01	Policy on Student Progression, SUSL
02	SOP on Student Progression, SUSL
03	Terms of reference (TOR) for the Senate Standing Committee on Quality Assurance (SSCQA), SUSL
04	Tentative Action plan for Institutional Review preparatory activities
05	Strategic Management Plan of CQA for 2024-2028
06	Annual Activity Plan and the Budget for 2025
07	Draft Employability Report / Tracer Study, 2024 (seven reports for each faculty

	except Faculty of Medicine and faculty of graduate Studies)
08	TORs of committees of institutional review preparatory tasks and individual responsibilities in IR process

Other tasks

i. Student satisfaction survey was conducted by the CQA and reports were submitted to the SSCQA and to the relevant faculties for taking necessary steps.

ii. Roadmap for the IR preparatory activities was prepared

iii. IR committees for ten criteria have been appointed. Initial steps of appointing committees, organizing awareness workshop were done.

iv. Initial steps have been taken to implement the "Policy on Formulating and Regulating Policies of SUSL"

v. Policy communication- Different policies were communicated to the Vice Chancellor of SUSL for the implementation process.

vi. Initial steps have been taken to collect information on outreach activities of SUSL.

vii. Preparation of employability survey, 2024 reports was initiated.

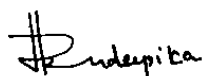viii. Following Proposals were submitted to CQA and subsequently to the University Curriculum Evaluation Committee.

No.	Proposals (UG/ PG/ Sub Degree Level) processed during 2024
1	Proposal of the Certificate in Fundamentals of Computing
2	Postgraduate applications for the Diploma in Plantation Management, MSc in Plantation Management submitted & Master in Plantation Management

ix. Student Satisfaction survey for year 2023 was done in the year 2024 (annual survey)

x. Employee Satisfaction Survey for the year 2023 done in the year 2024 (annual survey)

xi. Strategic Management Plan of CQA for 2024-2028 was developed and relevant approvals have been taken from the Senate and the Council. Subsequently it was submitted to the University Grants Commission and to the Strategic Planning Unit of SUSL.

xii. Initial steps have been taken to gather the copies of TORS of University level, Faculty level, Unit level and Central level for keeping in a centralized location.

xiii. Submission of the Follow Up Action Plan for the Programme Review of BSc Honours in Computing and Information Systems of Faculty of Computing.

xiv. Several committees have been appointed to prepare the documents/ mechanisms/ SOPs

No.	Committees appointed during 2024
1	Advisory Committee for Preparedness Activities of Institutional Review, SUSL
2	Committee to develop the employability Report / Tracer Study, SUSL
3	Amendments to the Committee to develop the Examination Manual, SUSL
4	Amendments to the Committee to develop the Management Guide, SUSL
5	Committees for the Preparedness Activities of forthcoming Institutional Review, SUSL
6	Committee to develop the Manual of Financial Procedure, SUSL
7	University Curriculum Evaluation Committee, SUSL
8	Committee to develop the Student Charter, SUSL
9	Annual Meeting Calendar of the Senate Standing Committee on Quality Assurance for 2025

7. **Report presented by:**

Prof. H.A. Darshanee Ruwandeepika
Director, Centre for Quality Assurance
Sabaragamuwa University of Sri Lanka
29.01.2025

8. **Annex**

Complete list of names of members of Senate Subcommittee on Quality Assurance and members of Internal Quality Assurance Cells in all Faculties / Institutes / Campuses / Units

Annex: I – Members of the Senate Standing Committee on Quality Assurance on Quality Assurance (SSC-QA), SUSL

Prof. M. Sunil Shantha	-	Vice Chancellor / Chair of the SSC-QA
Prof. H.A.D. Ruwandeepika	-	Director / Centre for Quality Assurance
Prof. H.S.R. Rosairo	-	Dean / Faculty of Graduate Studies
Prof. M.L.M.C. Dissanayake	-	Dean / Faculty of Agricultural Sciences (From 05.10.2024)
Prof. P.M.A.S. Karunaratne	-	Dean / Faculty of Agricultural Sciences (Up to 04.10.2024)
Prof. E.P.N. Udayakumara	-	Dean / Faculty of Applied Sciences
Prof. S. Vasanthapriyan	-	Dean / Faculty of Computing
Dr. H. Divithure	-	Dean / Faculty of Geomatics
Prof. W.K.A.C. Gnanapala	-	Dean / Faculty of Management Studies
Prof. M.N. Wickamaratne	-	Dean / Faculty of Medicine
Dr. Rohan Abeywickrama	-	Dean / Faculty of Social Sciences and Languages
Prof. K.R. Koswattage	-	Dean / Faculty of Technology
Mr. Saman Uyangoda	-	Registrar
Mrs. T.N. Neighsoorie	-	Librarian
Mrs. S.A.S. De Silva	-	Bursar (From 26.07.2024)
Mr. W.A.M.P. Senadheera	-	Acting Bursar (Up to 25.07.2024)
Prof. T.C. Gamage	-	Director / Staff Development Centre (From 09.12.2024)
Prof. Aruna Shanthaarachchi	-	Director / Staff Development Centre (Up to 01.11.2024)
Mr. D. Jasinghe	-	Director / Centre for Open and Distance Learning
Dr. G.S.N. Perera	-	Coordinator / Faculty of Graduate Studies
Dr. W.M.A.U.K.M. Wijesekara	-	Coordinator / Faculty of Agricultural Sciences
Dr. D.N.S. Wanniarachchi	-	Coordinator / Faculty of Applied Sciences
Dr. L.S. Lekamge	-	Coordinator / Faculty of Computing
Prof. H.M.I. Prasanna	-	Coordinator / Faculty of Geomatics
Dr. Sampath Wahala	-	Coordinator / Faculty of Management Studies
Dr. P.D.V.M. Perera	-	Coordinator / Faculty of Medicine

Dr. R.A.H.M. Rupasingha	-	Coordinator / Faculty of Social Sciences and Languages (From 16.10.2024)
Dr. Noel Dassanayake	-	Coordinator / Faculty of Social Sciences and Languages (Up to 15.10.2024)
Dr. P.K.G.S.S. Bandara	-	Coordinator / Faculty of Technology
Mr. I.D.K.L. Fernando	-	Coordinator / Main Library
Prof. D.G. Dharmarathne	-	Coordinator / Centre for Open and Distance Learning
Prof. Ranjith Pallegama	-	External Member – Director / Centre for Quality Assurance / University of Peradeniya
Mrs. N. Akalya	-	Secretary / CQA (Assistant Registrar / Faculty of Technology)

Annex: II – Members of the Quality Assurance Cells – SUSL

FQAC – Faculty of Graduate Studies

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Prof. H.S.R. Rosairo / Dean
02	Coordinator (Overall)	Dr. G.S.N. Perera / BOS in Geomatics
03	Secretary	Mrs. Y.S. Chandrasekara / Assistant Registrar
04	Chairperson of each BOSs	Prof. M. Esham / BOS in Agricultural Sciences
		Prof. B.T.G.S. Kumara / BOS in Computing & Information Systems
		Dr. G.S.N. Perera / BOS in Geomatics
		Prof. Manoj Ariyaratne / BOS in Humanities
		Prof. D.A.I. Dayaratne / BOS in Management
		Prof. R.M.K.T. Rathnayake / BOS in Physical & Natural Sciences
		Prof. A. Aruna Shantha / BOS in Social Sciences
		Dr. S. Joniton / BOS in Sports Science & Physical Education
		Prof. Kumudu Wijewardena/ BOS in Medicine
		Dr. P.K.G.S.S. Perera/ BOS in Technology
		Dr. H.U.S. Pradeep/ BOS in Indigenous Knowledge & Community Studies

05	Secretary of each BOSs	Prof. Kapila Dissanayake / BOS in Agricultural Sciences
		Dr. U.A.P. Ishanka / BOS in Computing & Information Systems
		Dr. P.G.R.N.I. Pussella / BOS in Geomatics
		Dr. Rohan Abeywickrama / BOS in Humanities
		Prof. T.U.I. Peiris / BOS in Management
		Dr. T.C. Kananke/ BOS in Physical & Natural Sciences
		Dr. H.U.S. Pradeep / BOS in Social Sciences
		Dr. A.W.S. Chandana / BOS in Sports Science & Physical Education
		Dr. W.G.M.S. Perera/ BOS in Technology
		Dr. U.P. Lekamge/ BOS in Indigenous Knowledge & Community Studies
06	Assistant Bursar	Ms. G.K.M. De Siva (Acting Bursar)
07	Management Assistant	Ms. P.T.S. Ranathunga
08	Two student representatives	Mr. M.D.R. Sachintha / RHD 2020 Intake
		Mr. R.P.C. Janaka / AHM 2023 Intake

FAGS – Faculty of Agricultural Sciences

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Prof. M.L.M.C. Dissanayake / Dean
02	Coordinator	Dr. W.M.A.U.K.M. Wijesekara
03	Heads of the Departments	▪ Mr. I.C. Hettiarachchi / Department Agribusiness Management ▪ Dr. R.M.A.S. Bandara / Department of Livestock Production ▪ Dr. G.E.M. Wimalasiri / Department of Export Agriculture
04	A Representative from Each Department	▪ Prof. A.W. Wijerathne / Department of Agribusiness Management ▪ Prof. G.D.K. Kumara / Department of Export Agriculture ▪ Mr Nimesh Madushanka/ Department of Livestock Production

05	One Professor of the Faculty	Prof. P.I. Yapa / Department of Export Agriculture
06	Two Students Representatives	Mr T.N.E. Lyanapathirana 18 AGF 1732 Mr. W.A.A.N. Sampath 20 AGA 2086
07	One Representative from the Technical/Laboratory Staff	Mr. B.M.A.M. Balasuriya / Technical officer
08	One Representative from the Secretarial/Office Staff	Ms Geetha Malini/ Staff Management Assistant
09	Convener	M.Z. Mohamed Rizan/ Senior Assistant Registrar (Acting)

FQAC – Faculty of Applied Sciences

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Prof E.P.N. Udayakumara/Dean
02	Coordinator	Dr. D.N.S. Wanniarachchi/ Senior Lecturer/ Department of Natural Resources
03	Heads of the Departments	Dr. Thilini C. Kananke / Senior Lecturer / Department of Food Sciences and Technology
		Prof R.G.U. Jayalal/ Professor/ Department of Natural Resources
		Prof. R.M.K.T. Rathnayaka / Professor/ Department of Physical Sciences and Technology
		Dr. A.W.S. Chandana / Senior Lecturer / Department of Sport Sciences and Physical Education
04	A Representative from Each Department	Ms. K.M. Somawathie/ Senior Lecturer/ Department of Food Sciences and Technology
		Dr. L.D. Lekamge/ Senior Lecturer/ Department of Natural Resources
		Dr. H.S.M. Soysa/ Senior Lecturer/ Department of Physical Sciences and Technology
		Ms. Sachini Wikkramaarachchi/ Temporary Lecturer/ Department of Sport Sciences and Physical Education
05	One Professor of the Faculty	Prof. J.M.C.K. Jayawardana / Professor / Department of Natural Resources
06	Two Students Representative	H.K.S. Navodya Senaratna (18APN3446)
		W.G.V. Devinda (18APS3630)

07	One Representative from the Technical / Laboratory Staff	Mr. S.A.A.C.K. Hemachandra
08	One Representative from the Secretarial / Office Staff	Ms. P.M.H.K. Priyakanthi
09	Convener	Ms. G.W.N.R. Wijerathne/ Acting Assistant Registrar

FQAC – Faculty of Computing

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Professor S. Vasanthapriyan / Dean / Faculty of Computing
02	Coordinator	Dr. L.S. Lekamge / Head / Department of Computing and Information Systems
	Deputy Coordinators	Ms. P.M.A.K. Wijeratne / Acting Head / Department of Software Engineering
		Mrs. W.T.S. Somaweera
03	Heads of the Department	Dr. L.S. Lekamge / Head / Department of Computing and Information Systems
		Dr. U.A.P. Ishanka / Head / Department of Data Science
		Ms. P.M.A.K. Wijeratne / Acting Head / Department of Software Engineering
04	A Representative from Each Department	Ms. K.G.L. Chathumini / Department of Computing and Information Systems
		Mrs. J.D.T. Erandi / Department of Data Science
		Mrs. W.V.S.K. Wasalthilake / Department of Software Engineering
05	One Professor of the Faculty	Prof. B.T.G.S. Kumara / Professor / Department of Data Science
06	Two Students Representatives	Mr. T.A.D.R.P. Chandrarathna
		Mr. W.M.N. Thilina
07	One Representative from the Technical/Laboratory Staff	Mrs. H.M.O.V. Devapriya / Technical Officer

08	One Representative from the Secretarial/Office Staff	Mrs. U.B.S. Nishanthi / Management Assistant
09	Convener	Ms. K.M. Poornima / Assistant Registrar (Acting) / Faculty of Computing

FQAC – Faculty of Geomatics

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Dr. H. Divithure / Dean
02	Coordinator	Prof. H.M.I. Prasanna / Professor / Department of Surveying and Geodesy
03	Heads of the Departments	Prof. H.R.S. Baandara / Head / Department of Surveying and Geodesy
		Dr. G.S.N. Perera / Head / Department of Remote Sensing & GIS
04	A Representatives from Each Department	Dr. A.K.R.N. Ranasinghe / Senior Lecturer / Department of Surveying and Geodesy
		Ms. I.A.K.S. Illeperuma / Senior Lecturer / Department of Remote Sensing & GIS
05	One Professor of the Faculty	Prof. R.M.K.G.S.P.B. Koswatte / Department of Remote Sensing & GIS
06	Two Students Representatives	Ms. M.Y.M.R. Dharmasiri (18GES1024) Mr. L.C.D. Liyanage (19GES1268)
07	One Representative from the Technical/ Laboratory Staff	Mr. Gayan Kandegedara / Technical Officer
08	One Representative from the Secretarial /Office Staff	Ms. Samadhi Hettiarachchi / Development Office / Office of the Dean
09	Convener	Ms. K.M. Poornima / Assistant Registrar / Faculty of Geomatics

FQAC – Faculty of Management Studies

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Prof. W.K.A.C. Gnanapala / Dean
02	Coordinator	Dr. W.M.P.S.B. Wahala / Senior Lecturer / Department of Tourism Management

03	Co-coordinator	Ms. A.W. Thiranagama / Senior Lecturer / Department of Business Management
04	Administrative Secretary	
05	Heads of the Departments	Prof. D.G. Dharmarathna / Professor / Department of Accountancy & Finance
		Dr. (Mrs.) N.P.G.S.I. Naotunna / Senior Lecturer / Department of Business Management
		Dr. K.R.H.L. Gunasekara / Senior Lecturer / Department of Tourism Management
		Dr. Vilasini De Silva / Senior Lecturer / Department of Marketing Management
06	A representative from each Degree Program	Ms. Miuni Shamika BSc. Honurs in FInancial Management
		Ms. Madusha Amarasena BSc. Honurs in Banking & Insurance
		Ms. I.M. Katuwandeniya BSc. Honurs in Business Management
		Ms. J.A.R.C. Sandaruwani BSc. Honurs in Tourism Management
		Mr. G.V.H. Dinusha BSc. Honurs in Hospitality Management
		Mr. R.A.D.C. Ranathunga BSc. Honurs in EcoBusiness Management
		Ms. Warunika Hettiarachchi BSc. Honurs in Marketing Management
07	One Professor of the Faculty	Prof. M.S.M. Aslam / Professor / Department of Tourism Management
08	Student Representatives from degree programmes	
	Banking and Insurance	Mr. N.D. Theminda
		Ms. D.M.D. Madhushika
	Financial Management	Mr. P.K. D. Madushanka
		Ms. P.V. Sujeevani
	Business Management	Mr. P.G.N. Nandika
		Ms. M.I.F. Afra
	Marketing Management	Mr. W.M.A.S. Wickramasingha
		Ms. Y.D.L. Sewmini
	EcoBusiness Management	Mr. J.M.P.D.H. Jayasundara
		Ms. D.M.I.N. Ruwanpura

FQAC – Faculty of Medicine

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Prof. Nirmali Wickramaratne / Dean
02	Coordinator	Dr. P.D.V.M. Perera / Lecturer (probationary) / Department of Microbiology
03	Heads of the Departments	Dr. (Mrs.) T.C.S. Weerakoon / Lecturer (Probationary) / Department of Anatomy / (Acting Head)
		Dr. Irosha Nicholas / Senior Lecturer / Department of Biochemistry
		Dr. Kaushalya Kulathunga / Senior Lecturer / Department of Physiology
		Mr. G.L.S. Galgamuwa / Lecturer / Department of Parasitology
		Dr. P.D.V.M. Perera/ Lecturer (Probationary) / Department of Microbiology
		Dr. R.M.M.K.N. Rathnayaka / Senior Lecturer / Department of Pharmacology
		Dr. B.M.C. Dassanayaka / Lecturer (Probationary) / Department of Community Medicine (Acting Head)
		Dr. B.S. Madhubhashini / Lecturer (Probationary) / Department of Primary Care & Family Medicine (Acting Head)
		Dr. C.D. Ekanayake / Senior Lecturer / Department of Obstetrics & Gynaecology (Acting Head)
		Dr. V.I. Dharmawardene / Senior Lecturer / Department of Psychiatry
		Dr. H.P. Wijewardene / Senior Lecturer / Department of Forensic Medicine and Toxicology
		Dr. K.M.D. Kumarasinghe / Senior Lecturer / Department of Medicine
		Dr. G.M. Nanayakkara / Department of Pathology (Acting Head)
		Dr. N. Pieris / Department of Paediatrics (Acting Head)
		Dr. T.G.A. Priyantha / Department of Surgery (Acting Head)
04	A Representative from Each Department	Dr. A Wageesha / Senior Lecturer / Department of Biochemistry
		Ms. P. Basnayake/ Lecturer (Probationary) / Department

		of Physiology
		Prof. Nelun De Silva / Senior Consultant / Department of Microbiology
		Prof. Saroj Jayasinghe / Senior Consultant / Department of Medicine
		Prof. Malik Goonewardene / Senior Consultant / Department of Obstetrics & Gynecology
		Prof. S P Lamabadusooriya/ Senior Consultant / Department of Paediatrics
		Dr. Ranjan Dias / Senior Consultant / Department of Surgery
		Prof. Damani Jayasinghe / Senior Consultant / Department of Psychiatry
		Dr. Jochem Perera / Senior Consultant / Department of Anatomy
		Prof. Kumudu Wijewardena/ Senior Consultant / Department of Community Medicine
		Prof. SNJK Mendis / Senior Consultant / Department of Primary Care & Family Medicine
05	One Professor of the Faculty	Prof. S.P. Lamabadusooriya/ Senior Consultant / Department of Paediatrics
06	One Representative from the Technical / Laboratory Staff	Mr. Nalaka Sandaruwan
07	One Representative from the Secretarial / Office Staff	Mr. A.A.J. Ranasinghe
08	Convener	Ms. Archana Yoganathan / Assistant Registrar

FQAC – Faculty of Social Sciences and Languages

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Dr. K.R.W.K.H. Abeywickrama / Dean
02	Coordinator	Dr. R.A.H.M. Rupasingha / Senior Lecturer / Department of Economics and Statistics
03	Heads of the Department	Dr. U.P. Lekamge / Senior Lecturer / Department of Social Sciences
		Dr. G.K.C.S. De Silva / Senior Lecturer / Department of Languages

		Dr. A.M.I. Gunarathna / Senior Lecturer / Department of Economics and Statistics
		Prof. R.J.M. Uduporuwa / Professor / Department of Geography and Environmental Management
		Dr. B.M.L.R.K. Basnayake / Senior Lecturer / Department of English Languages Teaching
		Mr. R.M.N.B. Rathnayake / Senior Lecturer / Department of Information Technology
04	A Representative from Each Department	Mrs. R.P.S.H. Hettiarachchi / Senior Lecturer / Department of Social Sciences
		Dr. J.K.C. Dissanayake / Senior Lecturer / Department of Languages
		Mr. V.P.G. Priyankara / Lecturer (Probationary) / Department of Economics and Statistics
		Mrs. K.B.P.C.A. Wijerathne / Lecturer (Probationary) / Department of Geography and Environmental Management
		Ms. U.B.A.H.N. Perera / Lecturer (Probationary) / Department of English Language Teaching
05	One Professor of the Faculty	Associate Prof. S.J.M.N.G. Samarakoon / Associate Professor / Department of Economics and Statistics
06	Two Students Representative	Ms. H.D.N. Swarnahansi (Index No: 19SSL5777) Department of Languages
		Ms. G.M.T.I. Gangodage (Index No: 19SSL5767) Department of Economics and Statistics
07	One Representative from the Technical / Laboratory Staff	Mr. C. Bandara Technical Officer
08	One Representative from the Secretarial/ Office Staff	Ms. A.L.M.I.E. Attanayake Management Assistant, Dean's Office
09	Convener	Mrs. Y. Chandrasekara / Assistant Registrar

FQAC – Faculty of Technology

S. No	Position	Name of the Officer
01	Chairman of the FQAC-Dean – Faculty of Technology	Prof. K.R. Koswattage / Dean
02	Coordinator	Dr. P.K.G.S.S. Bandara / Department of Biosystems Technology
03	Heads of the Department	Dr. N.P Liyanawaduge / Department of Engineering Technology
		Dr. P.K.G.S.S. Bandara / Department of Biosystems Technology
04	A Representative from Each Department	Ms. N.D. Hettiwatta / Department of Engineering Technology
		Mr. E.R.J.M.D.D.P. Wijesekara / Department of Biosystems Technology
05	One Professor of the Faculty	Prof. K.R. Koswattage
06	Two Students Representative	Mr. Tharumina Deshaja / Department of Engineering Technology
		Mr. Sanjula Nuwan / Department of Biosystems Technology
07	One Representative from the Technical/Laboratory Staff	Mr. T.G.N.N. Gunapala
08	One Representative from the Secretarial/Office Staff	Mrs. Balika Priyadarshani
09	Convener- Assistant Registrar	Mrs. N. Akalya / Assistant Registrar

LQAC – Main library

S. No	Position	Name of the Officer
01	Chairperson of the FQAC	Mrs. T.N. Neighsoorei / Librarian / SUSL
02	Coordinator	Mr. I.D.K.L. Fernando / Senior Assistant Librarian / SUSL
03	Faculty Library Representative	Mr. A.R.M.M. Rathnayake / Senior Assistant Librarian / Faculty of Management Studies
04	Member	Dr. P.K.C.M. Wijewickrama / Senior Assistant Librarian / SUSL
		Ms. W.W.S.T. Warnasooriya / Assistant Librarian / SUSL
05	Representative from the administrative officers	-
06	Representative from the Bursar	-
07	Representative from the non-academic staff	-
08	Representative from the non-academic staff of the Library	-
09	Student Representatives	Ms. Imalsha Gamage / Faculty of Agricultural Sciences
		Mr. M.G.D.N.M. Wijerathne / Faculty of Agricultural Sciences
		Mr. M.G.D.A. Nanayakkara / Faculty of Agricultural Sciences
		Mr. Mithurzha Ravichandran / Faculty of Applied Sciences
		Mr. T.N. Godage / Faculty of Computing
		Ms. M.M. Dassanayake / Faculty of Geomatics
		Ms. Nethsarani Gunawardhana / Faculty of Management Studies
		Ms. S.A.R.N. Satharasinghe / Faculty of Medicine
		Ms. K.G.A. Kaushalya / Faculty of Social Sciences and Languages
		Mr. Kevin Shenal Edirisinghe / Faculty of Technology
		Mr. H.M.V.M.B. Samarakoon / Faculty of Technology
		Mr. J.N.C.V. Wimalarathna / Faculty of Technology
	Convener	Ms. H.P.K.N.D. Siriweera / Assistant Registrar / Library Services
	Office Assistants	Ms. M.G.P.K. Premadasa / Senior Staff Assistant / Library Services
		Mr. A.K.N. Lewis / Senior Staff Assistant / Library Services

CODL – Centre for Open and Distance Learning

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Mr. D. Jasinghe / Director
02	Secretary / CODL	Ms. S.N. Priyadarshani / Senior Assistant Registrar / CODL
03	Coordinator	Prof. D.G. Dharmarathna / Faculty of Management Studies
04	Member	Ms. N.P. Wijendra / Assistant Bursar / CODL
05	Chairman of Board of Studies	Prof. D.A.I. Dayaratne / BOS / Faculty of Management Studies
		Prof. P.K. Dissanayake/ BOS / Faculty of Agricultural Sciences
		Prof. B.T.G.S. Kumara / BOS / Faculty of Computing
		Prof. Sarath Ananda / BOS / Faculty of Social Sciences & Languages
		Dr. W.T.L.S. Fernando/ BOS/ Faculty of Applied Sciences
06	Coordinators of Study programmes	Ms. A.H. Lareena / BA External Degree Programme - Member
		Ms. K.L.B.G. Dharmarathna/ BBA External Degree Programme – 2021/22 Batch - Member
		Dr. K.R.H.L. Gunasekara/ BBA External Degree Programme – 2022/23 Batch - Member
		Mr. P.D.C. Silva / Higher Diploma in English - Member
		Prof. D.G. Dharmarathna/ Higher Diploma in Co-Operative Business Management - Member
		Prof. T.S.P. Jayaweera / Higher Diploma in Livestock Production - Member
		Ms. T.P. Liyanage / Higher Diploma in Physical Education and Sports Coaching - Member
		Dr. K.S.N. Prasangani / Diploma in English – Member
		Ms. A.W. Thiranagama / Diploma in Business Management - member
		Prof. D.A.I. Dayarathna / Diploma in Financial Management - Member
		Ms. J.A.R.C. Sandaruwani / Diploma in Tourism and Hospitality Management – Member
		Dr. D.N.S. Wanniarachchi / Diploma in Gemmology - Member
		Mr. S. Nimishan / Diploma in Software Engineering - Member
		Ms. P.D.M. Muthumali / Diploma in Pre School Teacher

		Training - Member
		Mr. P.P. Weerakkody / Advanced Certificate in Physical Education and Sports Coaching – Member
		Mr. R.C. Palliyaguruge – Advanced Certificate of Inclusive Service Delivery for Sustainable Peace - Member
		Mr. J.S. Senadheera – Certificate Course in English - Member
		Mr. W.H.D. Premawardene / Certificate in Computer & Information Technology - Member
		Mr. M.D.C De S. Jayathilake / IT Professional Courses - Member
07	CODL Member	Ms. A.M.S.W. Abeysinghe / Management Assistant

QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF FIRST QUARTER (FROM 1st OF JANUARY TO 31st MARCH, 2024) - CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

CENTRE FOR QUALITY ASSURANCE

1. Annual Report on QA activities 2023 prepared by the Director, CQA submitted to the Registrar's Office of SUSL and to the Quality Assurance Council, University Grants Commission.

2. Permission was granted by the 57th SSCQA meeting to collect copies of TORS of University level, Faculty level, Unit level and Central level for keeping in a centralized location and the initial steps have been taken to gather the information.

3. Initial steps have been taken to implement the "Policy on Formulating and Regulating Policies of SUSL" by submitting it to the 57th SSCQA Meeting and circulating the policy to all Deans requesting to make necessary involvement in implementing the policy.

4. Fourth Quarter Progress (1st of October to 31st December, 2023) of QA activities 2023 of SUSL was submitted to the 57th SCCQA meeting held in February 2024 and

it was submitted to 283rd Senate and obtained the Senate approval (Senate Memo – 24:283:68).

5. Initiations were taken to conduct the Employee Satisfaction Survey for the year 2023, SUSL and conducted the ESS.

6. Terms of reference (TOR) for the Senate Standing Committee on Quality Assurance (SSCQA), SUSL was developed and submitted to the 57th SSCQA meeting held in February 2024 and the Senate approval (Senate Memo – 24:283:69) was obtained at the 283rd Meeting of the Senate.

7. Strategic Management Plan, CQA 2024-2028 was developed and submitted to the 57th SSCQA meeting held in February 2024 and the Senate approval (Senate Memo – 24:283:70) was obtained at the 283rd Meeting of the Senate.

8. Amended annual meeting calendar of SSCQA meetings to be held in the year 2024 was submitted to the 57th SSCQA meeting and the same was submitted to 283rd Senate and obtained the Senate approval (Senate Memo – 24:283:71).

9. Committees for Institutional Reviews 2024, SUSL have been recommended by the 57th SSCQA meeting held in February 2024.

10. Roadmap for the IR preparedness activities was prepared and submitted to the SSCQA meeting for recommendation.

11. Awareness programmes for conducting the Student satisfaction survey were done for the students of the faculty of Agricultural Sciences (01.01.2024) and Faculty of Technology (04.01.2024)..

12. Initiations were made for the development of Student Progression Policy, SUSL.

FACULTY OF AGRICULTURAL SCIENCES

13. Workshop on Curriculum Development for academic staff was conducted on 13th of March, 2024 with the participation of 25 participants.

14. Meetings of Faculty Quality Assurance Cell - FAGS

Meeting no	Date	No of Participants
Meeting No. 01	08.02.2024	07

FACULTY OF APPLIED SCIENCES

15. Feedback collection and analysis.

16. Submitting the finalized program review action plan to the Senate.

17. Developing faculty policies with the faculty board-appointed policy development committee (assessment policy, student support services, counselling services, fallback and credit transfer, performance appraisal system, national and international MOUs, staff development, differently abled and disabled students, foreign student policy). This is according to the proposed program review action plan.

18. Start the 2023/2024 curriculum revision with the Curriculum Development Committee.

19. Meetings of Faculty Quality Assurance Cell – FAPS

Meeting no	Date	No of Participants
	06.03.2024	06

FACULTY OF GEOMATICS

20. Faculty Curriculum Revision Meeting – Discussion on Foundation Programme revision was held on 27.02.2024 for all faculty staff with the participation of 18 participants.

FACULTY OF MANAGEMENT STUDIES

21. Implementation of Quality, Environment and Health & Safety Systems to improve the conducive learning environment of the Faculty (FMS):
    - Planned for a workshop series to enhance the quality of the assessments process
    - Submitted the activity synopsis to faculty board for approvals and to CQA to be forwarded to FC

22. Student mini projects encouraging Student- Centred Learning (SCL) to improve the quality objectives of FMS:
    - Conducted Change Management (BM 4142) student mini projects *(No budgets were utilized)*

23. Initiates obtaining the student feedback (lecturer evaluation) and communicated to HoDs for conducting peer evaluations of the departments.

24. Other planned QA activities are ongoing.

25. Discussions were done during the Faculty Board under QA agenda item.

26. Progress of the activities has communicated to the Faculty Boaard in every month under the FQAC item.

FACULTY OF MEDICINE

27. Workshop for Nursing Staff on Professional Clinical Appointment was conducted on 11.03.2024 for nursing staff at Teaching Hospital, Ratnapura with the participation of 60 participants.

28. Progress review meeting on final year professional training held on 19th March 2024 from 7.30 pm to 10.00 pm at Kethumathee Hotel, New town, Ratnapura with the participation of consultants of Teaching Hospital Ratnapura and academic staff of FOM.

29. Progress review visit from Accreditation Unit of SLMC on 01st April 2024.

30. Meetings of Faculty Quality Assurance Cell - FOM

Meeting no	Date	No of Participants
Meeting No. 01	24.01.2024	15
Meeting No. 02	21.02.2024	12
Meeting No. 03	27.03.2024	10

FACULTY OF TECHNOLOGY

31. Meetings of Faculty Quality Assurance Cell - FOT

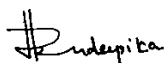| Meeting no	Date	No of Participants
Meeting No. 01	11.01.2024	06
Meeting No. 02	14.03.2024	06

LIBRARY QA CELL

32. Policy formation activity - Readers services policy.

33. Library process formation - Readers services.

34. Library authority control protocol formation.

35. Policy for University eRepository.

36. Color tagging of recommended reading books – Agriculture collection.

Report presented by,

Director / Centre for Quality Assurance /SUSL

25.07.2024

CENTRE FOR QUALITY ASSURANCE

1. Annual Student Satisfaction Surveys 2023 of Faculty of Agricultural Sciences, Faculty of Applied Sciences, Faculty of Management Studies, Faculty of Social Sciences and Languages and Faculty of Technology are completed and the survey reports were submitted to the 59th SSCQA meeting held in April, 2024.

2. Information is gathered for Annual Employee Satisfaction Survey 2023, SUSL using Senate and Council approved questionnaires and started to analyze the data.

3. Tentative Action plan for Institutional Review preparedness activities was prepared and submitted to the 58th SSCQA meeting held in April 2024.

4. The proposal of the Certificate in Fundamentals of Computing programme received from the Director, Centre for open and Distance Learning is submitted to the 58th SSCQA meeting held in April 2024 for the recommendation.

5. Initial steps have been taken to collect information on outreach activities of SUSL.

6. Policy communication- Different policies were communicated to the Vice Chancellor of SUSL for the implementation process (Quick Guide on Student Mentoring, SUSL, Policy on Formulating and Regulating Policies of SUSL, Policies and SOPs on Student's Evaluation on Teaching and Peer Observation on Teaching, SUSL, Policy on

Internationalization to Centre for International Collaboration, SUSL and - Policy on Use of Innovative Pedagogies).

FACULTY OF AGRICULTURAL SCIENCES

7. Due to the non-academic trade union action any of arranged workshops or meetings were not conducted during the April-June period.

FACULTY OF APPLIED SCIENCES

8. Student Feedback collection and analysis.
9. Student Feedback detailed report preparation.
10. Student Feedback summary report preparation.
11. Developing faculty policies with the faculty board-appointed policy development committee (assessment policy, student support services, counselling services, fallback and credit transfer, performance appraisal system, national and international MOUs, staff development, differently abled and disabled students, foreign student policy). This is according to the proposed program review action plan. (Sessions conducted Online)
12. Contribution for the developing the Student Progression Policy – SUSL.
13. Contribution for the developing the SOP for Student Progression Policy – SUSL

FACULTY OF GEOMATICS

14. QA cell of the faculty decided to organize two awareness workshops for students and the staff in the month of October (mostly with in first two weeks). It was discussed at the 158th faculty board held on 28th August 2024.

FACULTY OF MANAGEMENT STUDIES

15. Workshop I – Examination Best Practices was conducted on 24th April 2024 for Academic Staff of Faculty of Management Studies with the participation of 45 participants.
16. Implementation of Quality, Environment and Health & Safety Systems to improve the conducive learning environment of the Faculty (FMS) –

- Drafted the *Paper Setting and Moderating guideline* for the Faculty of Management Studies based on the Manual of procedure for conducting university examinations & The Policy on Nomination and Appointments of External Examiners/Second Examiners, approved by the University Senate and Council

17. Completed obtaining student feedback (lecturer evaluation) process and compiled the reports and forwarded to HoDs for necessary actions

18. Other planned QA activities are ongoing.

19. Progress of the activities has communicated to the Faculty Board in every month under the FQAC agenda Item.

FACULTY OF MEDICINE

20. Meetings of Faculty Quality Assurance Cell - FOM

Meeting no	Date	No of Participants
2024.4	16.07.2024	10
2024.5	01.08.2024	07

FACULTY OF SOCIAL SCIENCES AND LANGUAGES

21. Lecturer Evaluation Report for Year I, II, III, IV Semester I (August December Semester) was completed with 671 pages for all subjects of the 14 Degree programmes. A summary report was compiled for the same.

FACULTY OF TECHNOLOGY

22. Due to Non-academic strike no activities were conducted.

LIBRARY QA CELL

23. Policy and procedure formation for the library.

24. Policy formation for the library social media accounts (based on the request of the 258th Library committee).

25. Organizing a hands on training for library staff on Working with Digital libraries.

26. 7th Human Library project organizing.

27. Some of the Student representatives are in industrial training. Thus new members need to be appointed.

Report presented by,

Director / Centre for Quality Assurance /SUSL

03.09.2024

QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF THIRD QUARTER (FROM 1st OF JULY TO 30th SEPTEMBER, 2024) - CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

CENTRE FOR QUALITY ASSURANCE

1. Preparations for conducting workshop on "Assets Management and Board of Surveys for Administrative Staff of SUSL.

2. Director, CQA participated to the validation workshop on, Mapping the South Asian Qualification Reference Framework (SAQRF) with the Sri Lanka Qualification Framework (SLQF) and National Qualifications Framework (NVQF) which was held on 4th July 2024.

3. Director, CQA conducted a session to the first year students (new comers) of Faculty of Computing on Quality Assurance on 9th August 2024 to make the new students aware about the Quality Assurance system exist in the University and to explain the role of students in enhancing the quality of graduate.

4. An awareness session has been conducted at the New Student Orientation Programme 2024, Faculty of Applied Sciences on 26th August 2024.

5. The Strategic Management Plan of CQA for 2024-2028 was submitted to the University Grants Commission and to the Strategic Planning Unit of SUSL in September 2024.

6. Policy on Student Progression, SUSL was developed and submitted to the Senate and subsequently to the Council for approval.

7. SOP on Student Progression, SUSL was developed and submitted to the Senate and subsequently to the Council for approval.

8. Annual Student Satisfaction Surveys 2023 of Faculty of Agricultural Sciences, Faculty of Applied Sciences, Faculty of Management Studies, Faculty of Social Sciences and Languages and Faculty of Technology were completed and the survey reports were developed and submitted to the 59th SSCQA meeting held in August, 2024.

9. Initial steps have been taken to prepare the Annual Activity Plan and Budget of CQA and QA Cells for the year 2025.

10. Initial steps have been taken to develop student charter, SUSL.

11. An Advisory Committee was appointed for Preparedness Activities of Institutional Review, SUSL 2024.

12. Postgraduate applications for the Diploma in Plantation Management and MSc in Plantation Management were submitted to the Senate and subsequently to the Council for approval.

13. A Committee was appointed to develop the employability Report / Tracer Study, SUSL

14. Amendments were done to the committees appointed to develop the Examination Manual and Management Guide, SUSL

15. Updated the CQA Web page.

FACULTY OF GRADUATE STUDIES

16. Awareness Session for Postgraduates - Intellectual Property (IP) Protection and Management, Role of UBLC in value creation process, Intellectual Property Policy of SUSL, Intellectual Property Protection - National and International, IP Commercialization, Patent Information Search and Startup Guide was conducted on 19th September 2024 for RHD & Taught programme candidates with the participation of 44 participants

FACULTY OF AGRICULTURAL SCIENCES

17. Workshop on Curriculum Revision for Department of Agribusiness Management was conducted on 11th August 2024 for the academic staff with the participation of 15.

18. Workshop on Curriculum Revision for Department of Export Agriculture was conducted on 14th August 2024 for the academic staff with the participation of 13.

19. Workshop on Curriculum Revision for Department of Export Agriculture / Livestock Production was conducted on 15th August 2024 for the academic staff with the participation of 13 / 16.

20. Department Level curriculum activities are ongoing.

21. Meetings of Faculty Quality Assurance Cell – FAGS

Meeting no	Date	No of Participants
2	07.08.2024	6
3	21.10.2024	7

FACULTY OF APPLIED SCIENCES

22. Develop the guidelines for scrutiny boards in the faculty and the departments

23. Establish Scrutiny Boards in the Faculty and Departments

24. Submitting the Quality Assurance Activity Plan for 2025

25. Student Feedback collection and analysis

26. Student Feedback detailed report preparation

27. Student Feedback summary report preparation

28. Developing faculty policies with the faculty board-appointed policy development committee (assessment policy, student support services, counselling services, fallback and credit transfer, performance appraisal system, national and international MOUs, staff development, differently abled and disabled students, foreign student policy). This is according to the proposed program review action plan. (Sessions conducted Online)

29. Meetings of Faculty Quality Assurance Cell – FAPS

Meeting no	Date	No of Participants
	23.07.2024	10
	10.10.2024	7

FACULTY OF MANAGEMENT STUDIES

30. Implementation of Quality, Environment and Health & Safety Systems to improve the conducive learning environment of the Faculty (FMS):

Drafted the two documents mentioned below for the Faculty of Management Studies based on the Manual of procedure for conducting university examinations.

- Guideline for Duties in Conducting Examinations - Supervisors & Invigilators
- Guideline for Duties of Hall Attendants in Conducting Examinations

31. Started obtaining student feedback (lecturer evaluation) process for the semester (July – October)

32. Informed the HoDs to conduct the peer observations for the semester

33. Other planned QA activities are ongoing

34. No meetings were conducted and discussed the matters under the Faculty Board QA agenda item.

35. Progress of the activities has communicated to the Faculty Board in every month under the FQAC agenda Item.

FACULTY OF MEDICINE

36. Preparation on action plan to prepare the self-evaluation report for SLMC accreditation.

37. Meetings of Faculty Quality Assurance Cell - FOM

Meeting no	Date	No of Participants
2024.4	16.07.2024	10
2024.5	01.08.2024	07

FACULTY OF SOCIAL SCIENCES AND LANGUAGES

38. The documentation of the lecturer evaluation for the January-April 2024 period was under preparation.

39. Faculty board of the FSSL recommended the four Terms of Reference (ToR) for Ad Hoc committee's namely, Career guidance Unit, Curriculum committee, Practical training unit and Web committee on 30th July 2024.

40. Student Satisfactory Survey report of the FSSL was tabled at the faculty board meeting on 27th August 2024.

41. Evaluation Criteria for the Industrial Training and the Research Report was tabled for the recommendation of the Faculty Board on 27th August 2024.

42. Curriculum meetings was conducted to discuss the current progress of the curriculum revision.

43. Meetings of Faculty Quality Assurance Cells:

Meeting no	Date	No of Participants
Faculty QA Cell Meeting 02- 2024	21.08.2024	14

LIBRARY QA CELL

44. The 7th human library project was conducted on 23.10.2024. The resource person was Professor. Sarath Wijesooriya. Nearly 900 online and physical participants participated in the session.

45. conducted a "workshop on working with digital library and hands-on training program" for the SUSL library staff on 05.09.2024

CENTRE FOR OPEN AND DISTANCE LEARNING

Due to non-academic strike could engage any activity.

FIRST AND SECOND QUARTER REPORTS OF FACULTY OF GRADUATE STUDIES WERE RECEIVED

First Quarter Report of FGS

1. Workshops / awareness programmes / training programmes

Date	Topic	Target group	No of participants
17.02.2024	What is research problem	MSc Ayurvedic Hospital Management (2021/2023 intake)	22
18.02.2024	Philosophical Assumptions		
09.03.2024	Identification of research questions		
23.03.2024	Literature review - Bibliometrics		

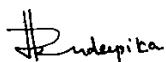| Date	Topic	Target group	No of participants
	techniques		
30.03.2024	How to overcome plagiarism		

Second Quarter Report of FGS

1. Workshops / awareness programmes / training programmes

Date	Topic	Target group	No of participants
06/04/2024	Critical thinking and creative writing	Research Higher Degree Candidates (2023 Intake)	10
07/04/2024	Introduction to RHD Programme & Identification of a Research Problem		
20/04/2024	Conducting literature review		
21/04/2024	Research Ethics		
21/04/2024	Library resources & referencing for research		
27/04/2024	The Philosophical Foundation of Research		
28/04/2024	Managing and analyzing quantitative data		
04/05/2024	Quantitative research designs		
05/05/2024	Qualitative research designs		
12/05/2024	Mixed-methods research designs		
19/05/2024	Academic writing		

Report presented by,

Director / Centre for Quality Assurance /SUSL

05.11.2024

QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF FOURTH QUARTER (FROM 1st OF OCTOBER TO 31ST DECEMBER, 2024) - CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

CENTRE FOR QUALITY ASSURANCE

1. Director, CQA, SUSL had an awareness meeting with newly appointed QA Cell coordinator, FSSL, on 19.10.2024 to discuss the matters related to QA activities.

2. Director, CQA has participated to the Quality Assurance Cell meetings of FAGS and CODL to discuss the QA related matters.

3. Senate approval was obtained for the committee appointed to develop the employability Report / Tracer Study, SUSL (288th meeting held on 19.11.2024).

4. Senate approval was obtained for the amendments done to the committees appointed to develop the Examination Manual and Management Guide, SUSL (at its 288th meeting held on 19.11.2024).

5. Second Quarter Progress (1st of April to 30th June, 2024) Report of QA Activities of SUSL was prepared and obtained the recommendation of the 60th SSCQA held on 19.11.2024 and it was approved by the 288th Senate held on 19.11.2024.

6. Senate approval was obtained for the Policy on Student Progression, SUSL at the 288th Senate held on 19.11.2024.

7. Senate approval was obtained for the SOP on Student Progression, SUSL at the 288th Senate held on 19.11.2024.

8. Senate approval was obtained for Annual Activity Plan and the Budget of CQA and Quality Assurance Cells for 2025 at the 289th Senate held on 10.12.2024.

9. Committees for Criteria 07 - Postgraduate Studies, Research, Innovation, and Commercialization and Criteria 08 – Distance Education were appointed for forthcoming Institutional Review, SUSL at the 61st SSCQA meeting held on 11.11.2024 and approved by the 289th Senate held on 10.12.2024.

10. Third Quarter Progress (1st of July to 30th September, 2024) of CQA Activities of SUSL was prepared and submitted to the 61st SCCQA meeting held in November 2024 and it was approved by the 289th Senate held on 10.12.2024.

11. A committee has been appointed to develop the Manual of Financial Procedure, SUSL and it was approved by the 289th Senate held on 10.12.2024.

12. University Curriculum Evaluation Committee has been appointed for the development of Student Charter, SUSL and it was approved by the 289th Senate held on 10.12.2024.

13. A committee has been appointed for the development of Student Charter, SUSL and it was approved by the 289th Senate held on 10.12.2024.

14. Annual Meeting Calendar of the Senate Standing Committee on Quality Assurance for 2025 was prepared. It was recommended by the 62nd SSCQA and submitted to the Senate for approval.

15. Draft Employability Report / Tracer Study was developed by the committee appointed and submitted to the 62nd meeting of the Senate Standing Committee on Quality Assurance held in December 2024.

16. TORs of committees of institutional review preparatory tasks and individual responsibilities in IR process was developed and submitted to the 62nd meeting of the Senate Standing Committee on Quality Assurance held in December 2024.

Workshops / Awareness Programmes / Training programmes conducted by CQA

17. Workshop on "Assets Management and Board of Surveys" was conducted for Heads of the Departments and Administrative Officers of SUSL on 02.10.2024. Number of participant was 49.

18. Awareness Workshop on – "Financial Procedures" was conducted for Management Assistants of SUSL on 27.11.2024. Number of participant was 96.

19. Workshop on "Vision for the Journey" – Motivational Workshop was conducted for Work Aides of SUS on 06.12.2024. Number of participant was 74.

20. Workshop on "Academic Life at SUSL" was conducted for newly recruited academic members of SUSL on 16.12.2024. Number of participant was 39.

21. Awareness Workshop for "Institutional Review Preparatory Activities" was conducted for Members of SSCQA and committee members appointed for the IR preparedness activities, SUSL on 18.12.2024. Number of participant was 55.

FACULTY OF GRADUATE STUDIES

22. Workshops / Awareness Programmes / Training programmes conducted by FGS

Date	Topic	Target group	No of participants
30.12.2024	Good Scientific Practice	Postgraduate Research and Taught programs	28

FACULTY OF AGRICULTURAL SCIENCES

23. Workshops / Awareness Programmes / Training programmes conducted by FAGS

Date	Topic	Target Group	No of Participants
05/12/2024	Mentoring newly recruited academic staff – Examination and assessment	Newly recruited academic staff	10
06/12/2024	Relationship Management and effective work life balance	Non academic staff	30
11/12/2024	Curriculum Revision	All academic staff including temporary staff	80
11/12/2024	Creating building blocks to build innovative mindsets	Undergraduate students	32
19/12/2024	Legal framework on university ragging	Undergraduate students	90
01/12/2024	"Taking teacher evaluation via online system an report generation"	Coordinators of three departments	05

24. The teacher evaluation reports have been prepared and submitted to the CQA.

25. Feedback has been collected from the department heads regarding the submitted reports.

26. Meetings of Faculty Quality Assurance Cell – FAGS

Meeting no	Date	No of Participants
3	21.10.2024	10

FACULTY OF APPLIED SCIENCES

27. Workshops / Awareness Programmes / Training programmes conducted by FAPS

Date	Topic	Target group	No of participants
5th December 2024	Workshop on Innovation Management, Commercialization of research and IPR for Students	Students (3rd and 4th year)	34
5th December	Workshop on New Pedagogies for Teaching, Learning and Assessment on	Academic Staff	54

2024	Applied Science Curriculum for Academic Staff; Assessment Procedure		
11th December 2024	Workshop on Training on Laboratory Equipment Use; High-tech Instrument Laboratory Maintenance for Technical Officers	Technical Officers	11
12th December 2024	Workshop on Effective Student Counselling and Career Guidance for Students	Students (3rd and 4th year)	155
18th December	Workshop on Work Place Ethics	Non-Academic staff	22

28. Student Feedback collection and analysis

29. Student Feedback detailed report preparation

30. Student Feedback summary report preparation and submission to Senate Standing Committee

31. Developing faculty policies with the faculty board-appointed policy development committee (assessment policy, student support services, counselling services, fallback and credit transfer, performance appraisal system, national and international MOUs, staff development, differently abled and disabled students, foreign student policy). This is according to the proposed program review action plan. (Sessions conducted Online)

32. Participation in a workshop on institutional review.

FACULTY OF GEOMATICS

33. Workshops / Awareness Programmes / Training programmes conducted by FOG

Date	Topic	Target Group	No of Participants
27.11.2024	Align assessments, learning objectives and instructional strategies for effective teaching and learning	Staff of the Faculty of Geomatics	40
27.11.2024	The importance and Students' role of Quality Assurance	Students of the Faculty of Geomatics	250

FACULTY OF MANAGEMENT STUDIES

34. Completed obtaining student feedback (lecturer evaluation) process for the semester (July – October) and compiled the reports and forwarded to HoDs for Necessary actions.

35. Informed the HoDs to conduct the peer observations for the semester.

36. Meetings of Faculty Quality Assurance Cell – FOM

Meeting no	Date	No of Participants
No meetings were conducted and discussed the matters under the Faculty Board QA agenda item.		

37. Progress of the activities has communicated to the Faculty Board in every month under the FQAC agenda Item.

FACULTY OF MEDICINE

38. Workshops / Awareness Programmes / Training programmes conducted by FOM

Date	Topic	Target Group	No of Participants
09/10/2024	Stake holder meeting	Stake holders of MBBS programme	21
20/10/2024	Progress Review & Workshop on Quality Assurance of MBBS Programme	Academic, Administrative staff and student representatives	22
01/12/2024	Student Feedback on MBBS programme	Academic staff and student representatives	18

39. Meetings of Faculty Quality Assurance Cells – FOM

Meeting no	Date	No of Participants
2024.6	16/09/2024	11
2024.7	01/10/2024	9

FACULTY OF SOCIAL SCIENCES AND LANGUAGES

40. Workshops / Awareness Programmes / Training programmes conducted by FSSL

Date	Topic	Target Group	No of Participants
08th November 2024 (Online)	Workshop on Students' Rights and Obligations at a Higher Education Institute	1st year undergraduate students, Faculty of Social Sciences and Languages	Around 275
06th November 2024	Introduction and Training for the New Digital Lecture Evaluation System – Session 02	All academic staff members, Faculty of Social Sciences and Languages	31
1905th November 2024	Introduction and Training for the New Digital Lecture Evaluation System – Session 01	All academic staff members, Faculty of Social Sciences and Languages	19

41. Lecturer evaluation for the August-December 2024 period was successfully completed using the newly introduced Digital Lecture Evaluation System.

42. The "Monitoring of Action Plan Follow-Up of Programme Review (2017-2024)" document was completed and will be tabled at the next faculty board meeting in January.

43. The final documentation of the lecturer evaluation for the August-December 2024 period was under preparation.

44. Special Curriculum meeting was conducted to discuss the current progress of the curriculum revision on 02nd December 2024.

45. The Online Reservation System for Prof. Dayananda Somasundara Auditorium was successfully launched and was tabled at the faculty board meeting on 26th November 2024.

46. Meetings of Faculty Quality Assurance Cells - FSSL

Meeting no	Date	No of Participants
Special Faculty QA Cell Meeting 03	02nd December 2024	Dean/FSSL and QA Cell Coordinator/FSSL
Special Faculty QA Cell Meeting 04	13th December 2024	Dean/FSSL and QA Cell Coordinator/FSSL

FACULTY OF TECHNOLOGY

47. Meetings of Faculty Quality Assurance Cells - FSSL

Meeting no	Date	No of Participants
19	20.11.2024	07

48. Workshop on Engine Operations & Arduino electronics was conducted for undergraduate students on 01/10/2024. Participants' number was 80.

49. Workshop on Innovation and Product Development was conducted for undergraduate students on 04/10/2024. Participants' number was 63.

50. Workshop on Startup idea Generation and Validation was conducted for undergraduate students on 11/10/2024. Participants' number was 95.

51. Workshop on Learn to Learn, Gender Equity and Leadership Development was conducted for undergraduate students on 14/10/2024. Participants' number was 135.

52. Workshop on Mentoring and Career was conducted for undergraduate students on 14/10/2024. Participants' number was 100.

FACULTY OF CMPUTING

53. Development of the Follow Up Action Plan for the Programme Review of BSc Honours in Computing and Information Systems.

54. Lecturer Evaluations/ Peer Evaluations was conducted for BScHons in Computing and Information Systems, BScHons in Information Systems, BScHons in Software Engineering and BScHons in Data Science.

55. Meeting of QA cells

Meeting no	Date	No of Participants
2024.04	21.11.2024	10
2024.05	12.12.2024	11

LIBRARY QA CELL

56. Workshops / Awareness Programmes / Training programmes conducted by Library

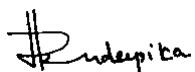| Date	Topic	Target Group	No of Participants
09.11.2024	Hands on training program on "D-Space" for library staff, SUSL	Library Staff SUSL	07
23.10.2024	7th Human Library Event	Open for all	900+

57. Drafted library authority control manual.

CENTRE FOR OPEN AND DISTANCE LEARNING

58. Meetings of Faculty Quality Assurance Cells - CODL

Meeting no	Date	No of Participants
02	05.11.2024	28

Report presented by,

Director / Centre for Quality Assurance /SUSL

15.012025