QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF FOURTH QUARTER (FROM 1ST OF OCTOBER TO 31ST DECEMBER, 2022) -CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

1) The policy document on "Formulating and Regulating Policies of SUSL" was submitted to the 268th Senate held in October 2022, and it was subsequently approved at the 290th Council held in November, 2022 (22:290:68).

2) Tamil Version of "Employee Satisfaction Survey, SUSL" was submitted to the 268th Senate held in October 2022 and the Council approval was granted at the 290th meeting of the council held in November, 2022 (22:290:66).

3) Policy document on student feedback on teaching was submitted to the 268th Senate held in October 2022 and the document was approved (22:268:74) and the Council approval was granted at the 290th meeting of the council held in November, 2022 (22:290:66).

4) Policy document on peer observation on teaching was submitted to the 268th Senate held in October 2022 and the document was approved (22:268:75) and the Council approval was granted at the 290th meeting of the council held in November, 2022 (22:290:66).

5) Quality Assurance by Law, 02 of 2022 was submitted to the 268th Senate held in October 2022 and the document was approved (22:268:76) and granted the Council approval was granted at the 290th meeting of the council held in November, 2022 (22:290:66).

6) A committee for preparing the "Manual of Financial Procedures/ SOPs" has been suggested at the 44th SSCQA meeting held in September, 2022, and the committee composition was submitted to the Senate and it was approved at the 268th Senate held in October 2022 (22:268:77). Council approval was granted for the committee by the 290th Council held in November, 2022 (22:290:66).

7) Suggestion for preparing the guideline for student center teaching and learning, SUSL was made at 44th SSCQA meeting held in September and the committee suggested Mr. A.L.C.J. Liyanage for the task. This has been table at the 268th Senate held in October 2022 (22:268:78). Senate approved the recommendation made by SSCQA and the 290th Council held in November approved the appointment (22:290:66).

8) A committee to develop the policy on "Promoting Innovative Pedagogy" has been suggested at the 44th SSCQA meeting held in September, 2022 and the committee composition was submitted to the Senate and it was approved at the 268th Senate held in October 2022 (22:268:79). Council approval for the committee composition was granted for the committee by the 290th Council held in November, 2022 (22:290:66).

9) A committee for formulating "LMS and ICT for Teaching-Learning" has been suggested at the 44th SSCQA meeting held in September, 2022 and the committee composition was submitted to the Senate and it was approved at the 268th Senate held in October 2022 (22:268:80). Council approval for the committee composition was granted for the committee by the 290th Council held in November, 2022 (22:290:66).

10) A committee to prepare a policy on "Distance Education Provision, SUSL" has been suggested at the 44th SSCQA meeting held in September, and the committee composition was submitted to the Senate and it was approved at the 268th Senate held in October 2022 (22:268:81). The Council approval for the committee composition was granted for the committee by the 290th Council held in November, 2022 (22:290:66).

11) An awareness programme on "Policy on Mentoring for academics Staff, SUSL" was conducted by CQA on 26th October, 2022. This awareness programme was conducted by Dr. W.M.J. Welgama (Chair of the Committee) and with the help of other resource persons Prof. H.M.S. Priyanath, Prof. A. Aruna Shantha and Prof. W. Manoj Ariyarathna as per the decision taken at the 43rd SSCQA meeting held in 31st of August 2022. The feedback report on the awareness programme was tabled at the 46th SSCQA meeting in November, 2022.

12) An awareness programme on "Developing Policy Repository, SUSL" Repository for all the nominated representatives from different Divisions, Centers, Units and Faculties was conducted by CQA on 04th November, 2022. And this programme was conducted by Mr. I.D.K.L. Fernando with the CQA team.

13) Annual Activity Plan and Budget for 2023 for QA activities of CQA and all QA Cells of SUSL was submitted to the 45th SSCQA meeting held in October, 2022 and it has been approved at the 269th Senate held in November (22:269:102) and recommended the same for the Council approval.

14) Third Quarter report on QA activities was submitted to the 45th SSCQA meeting held in October, 2022 and it has been approved at the 269th Senate held in November (22:269:104) and recommended the same for the Council approval.

15) Draft "Policy Document on conducting Student Satisfaction" was tabled at the 45th SSCQA meeting held in October, 2022 for the recommendation of the SSCQA and subsequently it was submitted to the 269th Senate held in November and obtained the Senate approval (22:269:105).

16) English translation of "Student Satisfaction Survey Questionnaire" was tabled at the 45th SSCQA meeting held in October, 2022 for the recommendation and for the valuable comment of the SSCQA members and it was submitted to the 270th Senate held in December 2022 (22:270:70).

17) Draft policy document of "Policy Document on conducting Employee Satisfaction" was submitted to the 296th Senate held in November, 2022 (22:269:106) and approval was obtained.

18) Questionnaire for Annual Performance Review Feedback of CQA activities developed by the CQA was submitted to the SSCQA held in October and it was recommended for the submission to the Senate. Senate approved the document at its 269th meeting held in November, 2022, (22:269:107).

19) The following policies were communicated to the relevant sections for implementation process, Policy on Student Support Services and Welfare, SUSL, Library Weeding policy, SUSL, Policy on Mentoring for Academics, Policy on Formulating and Regulating Policies of SUSL, Policy on Exit Interview.

20) Draft policy / procedural guide on Student Counseling, SUSL was tabled at the 46th SSCQA meeting held in November, 2022. It has been resubmitted to the 47th SSCQA meeting held in December, 2022 and committee recommended it for submission to the Senate.

21) Draft "Procedural guideline for Preventing /curbing ragging, SUSL" was tabled at the 46th SSCQA meeting held in November, 2022. It has been resubmitted to the 47th SSCQA meeting held in December, 2022 and committee recommended it for submission to the Senate.

22) A committee to prepare a policy on "Landscape Policy, SUSL" has been suggested at the 46th SSCQA meeting held in November, 2022 and the committee was approved at the 270th Senate held in December, 2022 (22:270:71).

23) Draft document of "Policy on Occupational health and safety, SUSL" was tabled at the 46th SSCQA meeting held in November, 2022 and the committee recommended it for submission to the Senate. It has been approved at the 270th Senate held in December, 2022 (22:270:72).

24) A committee to prepare a policy on "Electronic Waste Management Policy for SUSL" has been suggested at the 46th SSCQA meeting held in November, 2022 and the committee was approved at the 270th Senate held in December, 2022.

25) Policy awareness programme - Policy & SOP on Internal Student Grievances Redressal, SUSL for student councilors of SUSL was conducted by CQA on 15th December, 2022. The awareness programme was conducted by Dr. Sandun Perera and Dr. Rasika Priyankara. Further the report on the awareness was tabled at the 47th SSCQA meeting in December 23rd 2022.

26) Workshop on Financial Procedures was conducted for all the Assistant Registrars and also Assistant Bursas of SUSL by CQA on 13th December, 2022. This has been conducted by Mr. K.A.R.S. Jayakody and Mr. W.A.M.P. Senadheera and the report on the workshop was tabled at the 47th SSCQA meeting in December 23rd 2022.

27) Workshop on Developing Internal Quality Assurance Mechanism for CODL Programmes of SUSL for Quality Assurance Cell members of the CODL was conducted on 20th of December, 2022 and this was done by Mr. D. Jasinghe, the Director, CODL, Prof. Kapila Dissanayake and Dr. Indika Prasanna.

Faculty of Agricultural Sciences

28) Workshop on Promoting a quality research culture among students and academics was held on 01.10.2022 for academic staff and undergraduates. (Number of participants, 87).

29) Workshop on lab management and good laboratory practices was conducted on 07.11.2022 for academic and laboratory staff (number of participants, 30)

30) Workshop on Leadership and Soft Skills Development was conducted on 01.12.2022 for undergraduate students (number of participants,35)

31) Workshop on Quality improvement in undergraduate research and industrial Training was conducted on 07.12.2022 (number of participants, 137).

Faculty of Applied Sciences

32) Program Review Site Visit (Cluster 3)-awareness session for the Department of SS&PE was on 11.11.2022 with the participation of 20 members.

Faculty of Medicine

33) Two workshops/seminars conducted through the Medical Education unit and Faculty curriculum committee on the integrated curriculum for the MBBS program

Faculty of Social Sciences and Languages

34) Quality Assurance Cell meeting was held on 6th October 2022.

Faculty of Geomatics

35) Workshop on Health & Safety (physical) was held on 11.18.2022 for the Year III and Year IV students (participants 163).

36) Awareness Program on QA Aspects of the Faculty and University (online session) was held on 10/11/2022 for the Year II students (participants 87).

Faculty of Management studies

37) Awareness on Integrated ISO Systems Implementation for FQAC Members via Zoom was held on 23rd December 2022. Target group was the Project Anchors of ISO Standards (ISO 9001, ISO 45001, and ISO 14001), (participants 06).

38) Internal Auditor Training (ISO 45001) of Sri Lanka Standards Institute (SLSI) was held on 29th and 30th November 2022. Target group was two academic staff members (Project Anchors of ISO 45001).

39) Internal Auditor Training (ISO 14001) of Sri Lanka Standards Institute (SLSI) was held on 24th and 25th November 2022. The target group was Three academic staff members (Project Anchors of ISO 45001)

Report presented by,

Director / Centre for Quality Assurance /SUSL -20.10.2022