Activity Plan – Centre of Quality Assurance and Faculty Quality Assurance Cells for Year 2022
(January to December)

QA Activity	Month of the Year 2022											
Centre of Quality Assurance - SUSL	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Quality assurance - academic programmes				▓	▓							
Enhancement of QA activities at SUSL – Meeting with QA Director QAC, UGC						▓	▓					
Quality assurance of non-academic staff								▓	▓			
Workshop on Quality Enhancement – CODL Programme										▓		
Workshop on SER writing -FGS			▓	▓								
Administrative Staff	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop 1 – For administrative staff						▓						
Workshop 2– For administrative staff											▓	
Workshop 3– For administrative staff	▓											
Faculty of Graduate Studies	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop for Academic staff on SER writing- Program Review of Post graduate institution	▓											
Workshop on the preparation of Strategic Plan for the Faculty of Graduate Studies		▓										
Workshop on "Research Ethics" for post graduate students			▓									
Workshop on "Library Services and Plagiarism" for post graduate students						▓						
Workshop on office work management							▓					
Workshop 2 for Academic staff, admin and non-academic staff, FGS				▓	▓	▓	▓	▓	▓			
Workshop on By-laws, rules and regulations and quality of Research Supervision"								▓				
Graduate Colloquium for post graduate students											▓	

QA Activity	Month of the Year 2022											
Faculty of Agricultural Sciences	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop on research proposal preparation and awareness on local and international funding sources.		■										
Interactive workshop on Leadership and Interpersonal Communication Skills Development.					■							
Promoting a quality research culture among students and academics.						■						
Workshop on lab management and good laboratory practices								■				
Quality improvement in undergraduate research and industrial Training									■			
Workshop on Leadership and Soft Skills Development.										■		
Faculty of Applied Sciences	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop on student counselling and effective student mentoring (conducted by external resource persons) (One day)		■										
Workshop on leadership and interpersonal communication skills development (internal resource person) (One day)			■									
Workshop on designing effective SCL and OBE related assessment strategies (external/internal resource persons) (Two days)			■	■								
Workshop on handling and care of advanced analytical instruments (external/internal resource person) (One day)					■							
Workshop on basic skills and procedures for office management (external resource person) (One day)						■						
Workshop on scientific writing (internal resource person) (One day)								■				
Faculty of Geomatics	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshops for students on OTL	■	■				■			■			
Workshops for academic staff on OTL					■		■					
Student & Non-Academic Staff training				■							■	
OTL Studio Development		■	■									
FQAC maintenance	■	■	■	■	■	■	■	■	■	■	■	■

QA Activity	Month of the Year 2022											
Faculty of Management Studies	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
Continuation of ISO 9001:2015 Quality Management System Certification Process in the faculty [Documentation, Implementation and Verification]	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Continuation of setting up Occupational Health and Safety Management Systems ISO 45001:2018 in the faculty [Documentation, Implementation and Certification process]	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Continuation of innovation analysis to optimize the process architecture of FMS and Implementation of activities identified through Process Innovation Analysis	▓	▓	▓	▓	▓	▓						
Initiation of implementation of ISO 21001 Management Systems for Educational Institutes	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Initiation of implementation of ISO 14001 – Environmental Management System in FMS	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Student Mini projects encouraging student-centered Learning (SCL) to improve the quality objectives of FMS			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Faculty – Industry collaborative projects on Outcome Based Education (OBE) to improve the quality of teaching and learning			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Capacity building/Awareness and ToT programmes on quality improvements in the FMS	▓		▓		▓		▓		▓		▓	
Faculty of Medicine	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
Workshop on student mentoring, Finalizing the guidelines	▓	▓										
Series of Workshops on how to integrate the current curriculum into a Spiral Curriculum	▓			▓								
Development of student extracurricular activities such as sports, students' clubs and development of supportive infrastructure facilities	▓						▓					
Enhance the quality of Administrative and non- academic staff (Development of performance management system)				▓				▓				
Registration fees for workshops and conferences				▓								▓

QA Activity	Month of the Year 2022											
Faculty of Social Sciences & Languages	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
The value of quality assurance in university teaching and learning	▇											
Challenges and solutions to student-centered learning		▇										
Challenges and solutions to student-centered learning			▇									
Workshop on basic IT skills for office work management				▇								
Innovative and interactive teaching methods for Humanities and Social Sciences					▇							
Enhancing student engagement						▇						
Enhancing student engagement							▇					
Secrets of Workplace success								▇				
Facilitating learning through online sources									▇			
Quality improvement in undergraduate research and industrial Training										▇		
Evaluation and assessment in online learning											▇	
Publishing your undergraduate research												▇
Faculty of Technology	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Preparations of Operations Manual. Good Laboratory Practices	▇	▇										
Capacity Building/CPD/Training: Leadership and Soft Skills Development Programme (1 day interactive workshop conducted by internal resource persons and an external resource person)	▇	▇										
Workshop on Industrial Training Requirements		▇	▇									
Project-based and Problem-based learning workshop (01 day) for students (1st year undergraduates)			▇	▇								
Initiating and setting up Occupational Health and Safety Management Systems in the faculty [Developing an Emergency Management Team in FOT. Providing trainings and certifications for selected group of students on First aid and Safety]				▇	▇							
Workshop on Development of Students' Soft Skills and Personality							▇	▇				
Sharing experiences- accreditation process								▇	▇			
Workshops - Undergraduate Research									▇	▇		
A series of workshop for newly recruited academic and non-academic members										▇		▇
Development of student extracurricular activities										▇		▇

QA Activity	Month of the Year 2022											
Centre for Open and Distance Learning (CODL)	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
Workshop on file handling and filing system management (1-day workshop will be conducted by internal/external resource persons)	▓											
Outdoor training on teamwork (1-day training will be conducted by internal/external resource persons)		▓										
Workshop to revise/Develop By-Laws for the CODL (Workshops will be conducted by internal/external resource persons)			▓	▓	▓							
Workshop on examination related matters (Paper setting and moderating)						▓						
Workshops to develop communication skills-English (2 workshops will be conducted by internal/external resource persons)							▓					
Training for Inventory handling and documentation								▓	▓			
ICT based Data Base Management system training (eg. MS Access)										▓	▓	▓