## ACTIVITY PLAN – CENTRE OF QUALITY ASSURANCE AND QUALITY ASSURANCE CELLS FOR YEAR 2023

(January to December)

QA Activity	Mon	th of t	he Yea	ar 202	3							
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												
experts												
Quality assurance of non-academic staff												
Workshops/ awareness / seminars / meetings 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 /awareness / seminars / meetings 1 – For												
administrative staff												
Workshop /awareness / seminars / meetings 2 – For												
administrative staff												
Workshop /awareness / seminars / meetings 3 – For												
administrative staff												

Faculty of Graduate Studies												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop on office work management and application of												
system management and student portal												
Workshop on Research Ethics for postgraduate studies												
Workshop on Library resources for conducting research												
Analysing quantitative data using SPSS												
Analysing quantitative data using NVivo												
Workshop on SER writing- Program Review of Postgraduate												
institution												
Workshop on the preparation of a Strategic Plan for the												
Faculty of Graduate Studies												
Workshop on Academic writing												
Workshop on Intellectual Property Protection												
Workshop for the finalize the action plan for 2023												
Workshop on By-laws, rules and regulations												
Graduate Colloquium for postgraduate students												

Faculty of Agricultural Sciences												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop on Examination Procedures, Rules and Regulations												
Workshop on Legal framework on University ragging.												
Workshop on research proposal preparation and awareness on local and international funding sources.												
Interactive workshop on Leadership and Interpersonal Communication Skills Development.												
Workshop on lab management and good laboratory practices												
Workshop on Quality improvement in undergraduate research and industrial Training												
Workshop on Examination Procedures, Rules and Regulations												

Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
t											
d											
e											
1											
1											
d											
p											
f											
n											
ıl											
n											
b											
	Jan It I I I I I I I I I I I I I I I I I I	nt d d d d d d d d d d d d d d d d d d d	nt d d d d d d d d d d d d d d d d d d d	Image: state of the	Image: second	1       1	Image: state of the state o	Image: state of the state o	Image: state of the state o	at     1     1     1     1     1       at     1     1     1     1     1       1     1     1     1     1     1       1     1     1     1     1     1       1     1     1     1     1     1       1     1     1     1     1     1       1     1     1     1     1     1       1     1     1     1     1     1       1     1     1     1     1     1       1     1     1     1     1     1       1     1     1     1     1     1       1     1     1     1     1     1	at     a     a     a     a     a     a     a     a       at     at     a     a     a     a     a     a     a

Faculty of Geomatics												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshops for Students												
Workshops for Staff												
Documentation and Stationaries												
Contingencies												
Meetings and Refreshments												
Faculty of Management Studies												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Capacity building/Awareness and ToT programmes on quality												
improvements in the FMS												
Continuation of ISO 9001:2015 Quality Management System												
Certification Process in the faculty												
[Awareness, Implementation]												
Continuation of setting up Occupational Health and Safety												
Management Systems ISO 45001:2018 in the faculty												
[Awareness, Implementation]												
Continuation of innovation analysis to optimize the process												
architecture of FMS and Implementation of activities												
identified through Process Innovation Analysis												
Setting up of ISO 14001:2015 - Environmental Management												
System in FMS												
[Awareness, Implementation]												
Student Mini projects encouraging Student-Centred Learning												

	-	-			-						
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
			•								
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
		Jan Feb	Jan Feb Mar Jan I Jan I	Image: select	Image: select	Image: select	Image: selection of the	Image: state s	Image: state s	Image: state s	Image: series of the series

and ethics at workplace)												
Capacity Building and Stress Management												
Faculty of Technology							•	•	•		•	
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
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] (for Academic, non-academic staff and selected												
group of students)												
Laboratory accreditation												
Effective way of writing impactful research paper (Scientific												
Writing Session 1)												
Effective way of publishing a research work (Scientific												
Writing Session 2)												
Workshop on Good Laboratory Practice, Preparations of												
Operations manual and Laboratory Management												
Workshop on stress management and positive thinking												
Attending Local Conference / Workshop (members in quality												
assurance cell in Faculty of Technology)												
Centre for Open and Distance Learning (CODL)	<u> </u>			<u> </u>		<u>.                                    </u>	<u> </u>	<u> </u>	<u> </u>	I	<u> </u>	
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop on file handling and filing system management (1-												
day workshop conducted by internal/external resource												
persons)												

Outdoor training on too much (1 dout raining conducted by												
Outdoor training on teamwork (1-day training conducted by												
internal/external resource persons)						_						
Workshop to receive/develop By-Laws for the CODL												
(Workshop conducted by internal/external resource persons)												
Workshop on examination related matters (Paper setting and												
moderating)												
Workshops to develop communication skills-English (2												
Workshops conducted by internal/external resource persons)												
Training for Inventory handling and documentation												
ICT based Data Base Management system training (eg. MS												
Access)												
Library QA Cell												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Establishment of QA Cell office												
Library vision and mission printing												
Library sign and name boards												
Awareness workshop for library staff												
Policy and procedure formation sessions – (3 sessions)												
Online workshop on QA for academic librarians												
Productivity workshop for library staff												
Policy and procedure formation sessions (3 sessions)												
Talk to librarian and library user group management via												
WhatsApp												
Awareness workshop for library staff												

Productivity workshop for library staff						
Policy and procedure formation sessions (3 sessions)						
Awareness workshop for library staff						
Policy and procedure formation sessions (3 sessions)						
Productivity workshop for library staff						
Policy and procedure formation sessions (3 sessions)						
Awareness workshop for library staff						
Policy and procedure formation sessions (3 sessions)						
Awareness workshop for library staff						
Policy and procedure formation sessions (3 sessions)						
Literacy promotion campaign						
Awareness workshop for library staff						
Policy and procedure formation sessions (3 sessions)						
Reading promotion campaign						
2024 Activity plan and Budget proposal drafting session						
Awareness workshop for library staff						
Policy and procedure formation sessions (3 sessions)						
Awareness workshop for library staff						
Policy and procedure formation sessions (3 sessions)						
Academic library standardization initiatives awareness (ISO,						
IFLA, NISO)						
Planning sessions for National productivity awards in public sector 2024						
Syllabus studies (recommended readings) Faculty of						

Agricultural Sciences						
Green Library Project (ISO 14000)						
Library logo competition						
Syllabus studies (recommended readings) Faculty of Applied						
Sciences						
Syllabus studies (recommended readings) Faculty of						
Geomatics						
Syllabus studies (recommended readings) Faculty of						
Management studies						
Syllabus studies (recommended readings) Faculty of						
Medicine						
Syllabus studies (recommended readings) Faculty of SSL						
Syllabus studies (recommended readings) Faculty of						
Technology						