Activity Plan of Internal Quality Assurance Centre for Year 2021 (January to December)

QA Activity	Month of the Year 2021												
Centre of Quality Assurance - SUSL	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
Quality assurance of academic programmes 1													
Quality assurance of academic programmes 2													
Workshop for Administrative officers on quality													
Assurance													
Quality assurance of non-academic staff													
Quality assurance of postgraduate programmes													
Faculty of Graduate Studies	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
Establish Quality Assurance Cell of the FGS													
Workshop 1 for post graduate students													
Workshop 2 for post graduate students													
Workshop 1 for Academic staff on SER writing-													
Program Review of Post graduate institution													
Workshop 2 for Academic staff, admin and													
non-academic staff, FGS													
Workshop 3 for post graduate students													
Faculty of Agricultural Sciences	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
Workshop on Examination Procedures, Rules and	34		i i i i i	7.10.	10.0.4	June	July	71008	306				
Regulations													
Workshop on Development of Students' Soft Skills													
Personality and student extracurricular activities.													
Workshop on Examination Procedures, Rules and													
Regulations													
Workshop on Legal framework on University													
ragging.													
A Workshop on Continuous Assessments, Paper													
Setting, Moderation and Paper Marking													
Quality improvement in undergraduate research													
and industrial Training													
Post-SER Activities: Implementation of the Action													
Plan of the Programme Review													
Faculty of Applied Sciences	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
A full-day workshop with the experienced senior	54		i i i i i	7 10.	10.00	34.10	34.19	7100	30p		1.00		
professor as a resource person for the Faculty													
junior lecturers who have less-experience in													
student supervision or need a good instruction on													
how to do student supervision in a proper way.													
Workshop on basic IT skills and digital literacy for													
office work management (1 day workshop													
conducted by internal resource persons)													
Implementation of a Digital Workplace Strategy													
Excursion to a hi-tech analytical laboratory to gain		 											
exposure on lab management and good													
laboratory practices													

Faculty of Applied Sciences	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Leadership and Interpersonal Communication												
Skills Development Programme (1 day interactive												
workshop conducted by internal resource persons												
and an external resource person)												
Workshop on Statistical Software (STATA and R)												
Workshop on research proposal preparation and												
awareness on local and international funding												
sources (conducted by resource persons from												
NRC, NSF, NASTEC and COSTI)												
Faculty of Geomatics	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshops on LMS/OTL for students (Rs.												
30,000.00 estimated for a unit)												
Workshops on LMS/OTL for staff (Rs. 40,000.00												
estimated for a unit)												
Training programs for Student, Academic & non												
Academic Staff (motivation, ITC, etc)												
(Rs. 50,000.00 estimated for a unit)												
Program Review (Site visit) related activities												
Faculty of Management Studies	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Follow up Activities to be carried forward (From							,					
2020)												
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												
in the faculty												
[Developing an Emergency Management Team in												
FMS, Providing training and certifications for a												
selected group of students on First aid and Safety,												
Fire Drill]												
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												
Student Mini projects encouraging student-centred												
Learning (SCL) to improve the quality objectives of												
FMS												
Training related to system implementation on												
quality improvements in the FMS												
	-											
Faculty – Industry collaborative projects on Outcome Based Education (OBE) to improve the												
quality of teaching and learning												
quanty of teaching and learning												

Faculty of Medicine	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop - Appointment of Curriculum revision												
committee under the curriculum development												
committee (CDC) for do the required modifications												
and refining the current curriculum.												
Workshop - Facilitate student centered learning												
including introduction of LMS including web based												
to increase accessibility to the knowledge.												
Workshop - Enhance the quality of Administrative												
and non- academic staff. (Development of												
performance management system)												
Development of student extracurricular activities												
such as sports, students' clubs and development												
of supportive infrastructure facilities												
Registration fees for workshops and conferences												
Faculty of Social Sciences and Languages	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
The value of quality assurance in university				•					•			
teaching and learning												
Integrating soft skills in to learning and teaching												
context												
Challenges and solutions to student-centered												
learning												
Workshop on basic IT skills for office work												
management												
Research in university education – technicalities in												
professional writing and publishing												
Quality improvement in undergraduate research												
and industrial Training												
Faculty of Technology Workshop on "Evaluation and assessment for	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1												
online teaching"												
Workshop on "The design and construction of a												
laboratory -1"												
This workshop considers the handling of Hi-Tech												
Equipment												
Workshop on "The design and construction of a												
laboratory -2"												
This workshop considers												
the Importance of Health and Safety in Lab Design												
workshop on Development of Students' Soft Skills and Personality												
Workshop on file handling and file system												
management												
Workshop on research proposal preparation and												
awareness on local and international funding												
sources												
A series of workshop for newly recruited												
academic and non-academic members												
Attending Local Conference / Workshop												
(members in quality assurance cell in Faculty of												
Technology)				1						1		

Centre for Open and Distance Learning (CODL)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Establish Internal Quality Assurance Cell (IQAC) of												
the CODL												
Workshop on file handling and filing system												
management (1-day workshop conducted by												
internal/external resource persons)												
Outdoor Training on Team work												
(1-day training programme conducted by the												
internal/external resource persons)												
Workshops to revise/develop By-Laws for CODL (2												
workshops conducted by internal/external												
resource persons)												
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												
(e.g. MS Access)												