ACTIVITY PLAN – CENTRE OF QUALITY ASSURANCE AND QUALITY ASSURANCE CELLS FOR YEAR 2025 (JANUARY TO DECEMBER)

QA Activity	Month of the Year 2025											
Centre of Quality Assurance - SUSL												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Enhancement of QA activities at SUSL – Meeting / session with QA experts												
Workshops/ awareness / seminars / meetings on Quality Enhancement – Institutional review												
Workshops on SER writing / institutional review												1
Other expenses (related to SER preparations, Meetings with QA experts, External hard drive for maintaining the electronic documents, other miscellaneous expenses needed for QA activities also expenses in the outreach unit)												
Administrative Staff												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop /awareness / seminars / meetings 1 on Quality assurance in higher education - For administrative staff (focusing on institutional review)												
Workshop /awareness / seminars / meetings 2 on role of administrative officers in quality enhancement— For administrative staff (focusing on institutional review)												
Workshop /awareness / seminars / meetings 3 on role of administrative officers in quality enhancement— For administrative staff (focusing on institutional review)												
Faculty of Graduate Studies												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Developing Engaging and Interactive Online Lecture Materials												
Critical Thinking and Advanced Quantitative Analysis												
Database Management with Online Tools for Efficient Record-Keeping												

Effective Online Assessment and Evaluation Strategies												
Navigating Research Resources and Information Tools for Graduate Studies												
Customer Service Excellence in Higher Education												
Leveraging AI Tools for Enhanced Postgraduate Education												
Time Management and Attendance Strategies for Postgraduate Success												
Program Review Training: Self-Evaluation Report (SER) Writing												
Annual Graduate Colloquium for Postgraduate Students												
Awareness Program for Graduate Students on Intellectual Property												
Information Literacy and Scholarship												
Faculty of Agricultural Sciences												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Soft Skill Development												
Workshop series on "Curriculum development"										<u> </u>		
Beat the minds with the best business concepts where we can win future Sri Lanka- "Bizz Battles"												
Awareness Session for Accreditation Process												
Quality enhancement of non-academic staff												
Awareness programme on Reviewing and monitoring process												
Faculty of Applied Sciences												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Awareness workshops for Students (Counselling)												
Awareness workshops for Students (Research and Innovation)												
Workshops for academic staff (innovative learning and assessment practices in applied Sciences and accountability)												
Workshops for nonacademic staff (Lab maintenance and High-Tech												

Instrumentation)	_											
Workshops for nonacademic staff (workplace etiquette and document												
handling for quality assurance, training for new instruments)												
Faculty of Computing												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop for Academic Staff - Innovative Teaching and Learning Strategies for Growing Enrollments and Industry Evolution												
Workshop for Students - Enhancing Student Participation in Quality Assurance through Digital Platforms												
Workshop for Academic Staff - Advanced Evaluation Strategies for Large Classes: Group Projects, Online Examinations, and Generative AI Challenges												
Workshop for Administrative Staff - Strategic Planning and Quality Assurance												
Workshop for Technical Staff - Quality Assurance in IT Infrastructure Management												
Workshop for Non-academic Staff - Enhancing Service Quality through Effective Communication												
Faculty of Geomatics												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop on identifying and handling learners with special needs – Staff												
Workshop on Peer evaluation of teaching and learning activities and monitoring mechanism – staff												
Workshop on the use of AI for teaching/learning – staff and students (separate)												
Workshop on Capacity building –Staff												
Workshop on Capacity building – Students (3 workshops)												
Workshop on Capacity building – Non academic and technical staff (2 workshops)												
Programme Review activities												

Faculty of Management Studies												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Implementation and Continuous Improvement of the Quality Management												
System at the Faculty of Management Studies in Accordance with ISO												
9001:2015 and ISO21001:2018												
Implementation and Continuous Improvement of Occupational Health and												
Safety Management System of the Faculty of Management Studies in												
accordance with ISO 45001:2018												
Process innovation analysis to optimize the existing process architecture												
of Faculty of Management Studies and Implementation of activities												
identified through Process Innovation Analysis												
Implementation and Continuous Improvement of Environmental												
Management System of the Faculty of Management Studies in accordance												
with ISO 14001:2015												
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 Faculty of Management Studies												
Faculty of Medicine												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Workshop on Familiarizing teachers regarding Final Year Professorial												
Training Programme												
Workshop for Nurses on Final year clinical training												
Workshop on 'Improving assessment format in integrated curriculum'												
Activity Based Training on Team Building and Leadership Development for												
the Non-Academic Staff												
Medical Education workshop for quality assurance of MBBS programme												

Training of technical staff on laboratory techniques												
Faculty of Social Sciences & Languages												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Unlocking the Secrets to an Effective Academic Writing - Year IV Students												
Crafting a Winning Research Publication - Junior Academic Staff Members												
Cultivating a Growth Mindset - Year I Students												
Labor Law and Human Resources - Non-Academic Staff Members												
Faculty of Technology												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Occupational Health and Safety Management Systems												
Online repository maintaining (online document maintaining)												
Student counselling												
Design Thinking for Innovation Workshop												
Workshop on Good Laboratory Practice, Preparations of Operations manual and Laboratory Management for Engineering Technology Department												
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)												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Capacity building /Workshops/ awareness / seminars / meetings												
Workshop on file handling and filing system management (1-day workshop conducted by internal / external resource persons)												
Outdoor training on teamwork (1-day training conducted by internal / external resource persons)												
Workshop to revise / develop By-Laws for the CODL (Workshops conducted by internal / external resource persons)												

Workshop on examination related matters												
(Paper setting and moderating)												
Workshops to develop communication skills-English												
(2 workshops workshop 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
library staff development activities												
community outreach												
students-library interaction enhancement activities												