# Activity Plan – Centre of Quality Assurance and Quality Assurance Cells for Year 2024
## (January to December)

| QA Activity | Month of the Year 2024 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Centre of Quality Assurance - SUSL** | | | | | | | | | | | | |
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
| Quality assurance in academic programmes | | ▨ | | | | | | | | | | |
| Enhancement of QA activities at SUSL – Meeting / session with QA experts | | | ▨ | | | | | | | | | |
| Quality assurance workshop for non-academic staff | | | | | | ▨ | | | | | | |
| Workshops/ awareness / seminars / meetings on Quality Enhancement – external Programme /FGS | | | | | | | | ▨ | | | | |
| Workshops on SER writing / institutional review | | | | | | | | | | | | |
| **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 | | | | | ▨ | | | | | | | |
| Workshop /awareness / seminars / meetings 2 on role of administrative officers in quality enhancement– 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 for finalizing the action plan for 2024 | ▨ | | | | | | | | | | | |
| Workshop on Library resources for conducting research | | ▨ | | | | | | | | | | |
| Workshop on SER writing- Program Review of Postgraduate Institution | | | ▨ | | | | | | | | | |
| Analyzing quantitative data using SPSS | | | | | ▨ | | | | | | | |

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Analyzing qualitative data using NVivo | | | | | | | ▓ | | | | | |
| Workshop on Academic writing | | | | | | | | | ▓ | | | |
| Workshop on Intellectual Property Protection | | | | | | | | | | ▓ | | |
| Graduate Colloquium for Postgraduate Students | | | | | | | | | | | | ▓ |

## Faculty of Agricultural Sciences

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Workshop on legal framework of university ragging | | ▓ | | | | | | | | | | |
| Workshop series on "Curriculum development" | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | | | |
| Workshops on Action Plan Accountability: Workshop on Monitoring and Review Strategies | | ▓ | ▓ | ▓ | | | | | | | | |
| A workshop on "Relationship management for effective work life" | | | | | ▓ | | | | | | | |
| Outreach program on "Enhancing teaching through aesthetic experience" | | | | ▓ | ▓ | | | | | ▓ | ▓ | |
| Workshop series on "Removing creativity blocks to build innovative mindsets" | | | | | | | | | ▓ | ▓ | ▓ | ▓ |

## Faculty of Applied Sciences

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Awareness workshops for Students (Counselling, grievance handling, commercialization) | | ▓ | | ▓ | | | | | | | | |
| Workshops for academic staff (student supervision, mentoring, curriculum development and teaching-learning, and assessment practices) | | | | | ▓ | ▓ | | | | | | |
| Workshops for nonacademic staff (Lab maintenance, workplace etiquette, training for new instruments) | | | | | | | ▓ | ▓ | | | | |

## Faculty of Computing

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Workshop 2 for Academic Staff: Effective Assessment and Feedback Practices for Quality Assurance | ▓ | | | | | | | | | | | |

| Activity | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Community Outreach Workshop 1: Digital Literacy | ▨ | | | | | | | | | | | |
| Training Session for Academic/ Student Mentors: Effective Counseling Techniques | | | ▨ | | | | | | | | | |
| Workshop 1 for Students: Introduction to Quality Assurance in Higher Education | | | ▨ | | | | | | | | | |
| Workshop for Technical Staff: Implementing Effective Quality Assurance Systems | | | | ▨ | | | | | | | | |
| Workshop 1 for Academic Staff: Implementing Quality Assurance in Curriculum Design and Development | | | | | ▨ | | | | | | | |
| Advising Meeting 1 - Mentors and students to discuss academic progress and career goals | | | | | | ▨ | | | | | | |
| Developing the IT Asset Lifecycle Management Plan - Hardware, software, and technology infrastructure for teaching, learning , and research at FoC | | | | | | ▨ | | | | | | |
| Coding Challenge Competition (Community Outreach) | | | | | | ▨ | | | | | | |
| Workshop for Non-academic Staff: Quality Assurance Awareness for Non-Academic Staff | | | | | | | ▨ | | | | | |
| Workshop 2 for Students: Student Involvement in Quality Assurance: Empowering Undergraduates | | | | | | | | ▨ | | | | |
| Developing the Digital Repository of Open Education Resource (OER) materials relevant to Computing Degree Programmes at FoC | | | | | | | | | ▨ | | | |
| Community Outreach Workshop 2: Mobile App Development Training | | | | | | | | | | ▨ | | |
| Workshop for Administrative Staff: Data-Driven Decision Making in Quality Assurance | | | | | | | | | | | ▨ | |
| Advising Meeting 2 - Mentors and students to discuss academic progress and career goals | | | | | | | | | | | | ▨ |

**Faculty of Geomatics**

| Activity | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Workshops for students –( 04 nos for Year I-IV) | | ▨ | | ▨ | | | ▨ | | | ▨ | | |
| FQAC Meetings (Atlest 06) | ▨ | | ▨ | | ▨ | | ▨ | | ▨ | | ▨ | |
| Workshops for Staff (02 nos) | | | ▨ | | | | | ▨ | | | | |
| Programme Review follow-up activities | ▨ | ▨ | ▨ | ▨ | ▨ | | | | | | | |

## Faculty of Management Studies

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Implementation of Quality Management Systems [ISO9001, ISO21001], Environmental Management Systems [ISO14001] and Health & Safety Management Systems [ISO45001] as models for learning and to enhance a conducive learning environment in the Faculty (FMS). <br> 1.1.1  For third party certification process – 400,000 LKR <br> 1.1.2  Awareness creation and preparatory work – 200,000 LKR | | | | | | | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ |
| Continuation of the work of Innovation analysis to optimize the process architecture of FMS and Implementation of activities identified through Process Innovation Analysis | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ |
| Student Mini projects &  Faculty – Industry collaborative projects to improve the quality of teaching and learning [Encouraging Student-Centered Learning (SCL)  & Outcome Based Education (OBE)] under the BizConnect – Industry collaborative hub of FMS | ▓ | ▓ | ▓ | | | | | ▓ | ▓ | ▓ | ▓ | ▓ |
| Capacity building/Awareness and ToT programmes on quality improvements in the FMS | ▓ | ▓ | ▓ | | | | | ▓ | ▓ | ▓ | ▓ | ▓ |
| Implementation of Action plan based on the comments received for the program reviews | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | | | | | | |

## Faculty of Medicine

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Workshop on 'improving student centered teaching learning tools in the integrated curriculum' | | | ▓ | | | | | | | | | |
| Workshop on 'Improving assessment format in integrated curriculum' | | | | | ▓ | | | | | | | |
| Workshop on quality assurance of the MBBS programme. | | | | | | | ▓ | | | | | |
| Activity Based Training on Team Building and Leadership Development for the Non Academic Staff | | | | | | ▓ | | | | | | |
| Workshop on problem solving techniques using quality control tools | | | | | | | | ▓ | | | | |

## Faculty of Social Sciences & Languages

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Qualitative and Quantitative Data Analysis (Staff Members and Students) | | ▓ | | | | | | | | | | |
| Student Rights and Obligations at a Higher Education Institute | | | | ▓ | | | | | | | | |
| Stress Management for Non Academics | | | | | | ▓ | | | | | | |
| Work Smarter, Not Harder: Effective Techniques for Work Study Management" | | | | | | | ▓ | | | | | |
| Academic Writing for Academic Staff Members | | | | | | | | | ▓ | | | |
| "Beyond the Classroom: Enhancing Teaching through Aesthetic Experiences" | | | | | | | | | | | ▓ | |

## 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 receive/develop By-Laws for the CODL (Workshop conducted by internal/external resource persons) | | | | | ▓ | | | | | | | |
| Workshop on examination related matters (Paper setting and moderating) | | | | | | ▓ | | | | | | |

| Activity | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Workshops to develop communication skills-English (2 Workshops conducted by internal/external resource persons) | | | | | | | X | | | | | |
| Training for Inventory handling and documentation | | | | | | | | X | | | | |
| ICT based Data Base Management system training (eg. MS Access) | | | | | | | | | | X | | |

**Library QA Cell**

| Activity | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Library development activities | | X | | | | X | | X | | X | | |
| Management of LQAC office | X | X | X | X | X | X | X | X | X | X | X | X |
| Community outreach | | | | X | | | | | X | | | |
| Students-library interaction enhancement activities | X | | | | X | | | | | | | X |
| Library transformation projects | | | X | | | | X | | | X | | |