

Quality Assurance Activities for the Period of third Quarter (From 1st of July to 30th September, 2022) Centre for Quality Assurance, Sabaragamuwa University of Sri Lanka

1. Policy on Student support services and Welfare has been submitted to the 265th Senate (22:265:96) held on 12th July 2022 and the approval has been granted. This has been approved at the 287th council held on 22.08.2022
2. Committee composition for the development of policy repository and for policy gap analysis was submitted to the 265th Senate (22:265:100) held on 12th July 2022 and the approval has been granted.
3. Weeding policy of the Library was submitted to the 265th Senate (22:265:101) held on 12th July 2022 and the approval has been granted. This has been approved at the 287th council held on 22.08.2022.
4. Employee Satisfaction Survey, SUSL (English Version) was developed and submitted to the 42nd SSC QA meeting held on 27th July 2022. It has been approved at the 266th Senate (22:266:73) held on 09.08.2022.
5. Committee composition for the development of mechanism for conducting “Exit Interview, SUSL was submitted to the 265th Senate (22:265:102) held on 12th July 2022 and the approval has been granted.
6. Policy document on “Conducting Exit Interviews, SUSL” has been developed and submitted to the 42nd SSC QA held in 27th July 2022 and resubmitted to the 43rd SSC QA meeting held on 31st August 2022. Further it has been approved at the 267th Senate (22:267:65) held on 13.09.2022.
7. Questionnaire on “Exit Interview, SUSL” has been developed and submitted to the 42nd SSC QA held on 27th July 2022 and resubmitted to the 43rd SSC QA meeting held on 31st August 2022. Further it has been approved at the 267th Senate (22:267:66) held on 13.09.2022.
8. Employee Satisfaction Survey, SUSL (Sinhala Version) was developed and submitted to the 43rd SSC QA meeting held on 31st August 2022 and it has been approved at the 267th Senate (22:267:67) held on 13.09.2022.

9.The session on “Way forward in Quality Assurance, SUSL” was successfully conducted by the Director, Quality Assurance Council, UGC, Prof Thilak Gamage , on 22nd August 2022 with the participation of the members of the SSC QA and the report on the Session was submitted to the 44th SSC QA held in 21 August ,2022 meeting.

10.A committee for formulating Policy / Procedure for formulating University polices and By-Laws has been suggested at the 42nd SSC QA meeting held on 27th July 2022 and the committee was approved at the 266th Senate held in 09 August 2022 (22:266:74)

11.Draft policy document on Procedure for formulating University polices and by-laws has been submitted and presented to the 43rd SSC QA meeting held on 31 August, 2022 and subsequently resubmitted to 44th SSC QA meeting held in 21, September 2022. This has been submitted to the 268th Senate (22:268:72) held on 11th October 2022.

12.New Programme - Master of Science in Food Safety and Quality Management, the proposal (revised with reviewer comments) has been received to CQA on 23rd July, 2022 and it was communicated to the University Curriculum Evaluation Committee on 24th July and submitted to the Senate approval and it was approved at the 266th Senate (22:266:77) held on 09th August 2022.

13. Mentoring Policy for Academic Staff, SUSL, has been approved at the 265th Senate meeting (22:265:98 and 22:265:99) held on 12th July 2022. This has been approved at the 287th council held on 22.08.2022.

14. SOP for implementing Mentoring Policy for Academic staff, SUSL has been approved at the 265th Senate meeting (22:265:98 and 22:265:99) held on 12th July 2022. This has been approved at the 287th council held on 22.08.2022.

15. TOR for Mentors & Mentees for implementing Mentoring Policy for Academic staff, SUSL has been approved at the 265th Senate meeting (22:265:98 and 22:265:99) held on 12th July 2022. This has been approved at the 287th council held on 22.08.2022

16. A committee to develop a mentoring program for newly recruited staff other than academics was suggested at the 43rd SSC QA meeting held in 31st August, 2022, and it has been approved at the 267th Senate (22:267:69) held on 13.09.2022.

17. Policy document on Peer observation on teaching has been developed and submitted to the 43rd SSC QA meeting held in 31st August, 2022 and to the 44th SSC QA meeting held on

21st September 2022. This has been submitted to the 268th Senate (22:268:75) held on 11th October 2022.

18. Policy document on Student feedback on teaching has been developed and submitted to the 43rd SSC QA meeting held on 31st August, 2022 and to the 44th SSC QA meeting held on 21st September 2022. This has been submitted to the 268th Senate (22:268:74) held on 11th October 2022.

19. A committee to develop a policy and framework for Internationalization – SUSL was suggested at the 43rd SSC QA meeting held on 31st August, 2022 and the committee composition has been approved at the 267th Senate (22:267:68) held on 13.09.2022

20. As per the decision taken at the 42nd SSC QA meeting, presentation on “Progress of the Action Plan-Follow up on IR” has been done by the Director, CQA and this item will be maintained as an agenda item of SSC QA in order to monitor the implementation of recommendations made by reviewers of IR (Institutional Review).

21. Virtual Background and a Power point slide template for CQA have been designed and approval has been obtained from 43rd SSC QA held on August 2022 for future use.

22. The programme reviews for two programme clusters of the Faculty of Applied Sciences were scheduled and the programme reviews were taken place (FST & NR cluster (Cluster 1) – 26th and 27th September 2022 and PST cluster (Cluster 2) – 3rd -4th October 2022).

23. The Faculty Quality Assurance Cell of Faculty of Technology, together with CQA organized an online workshop on “Examination Procedures, Rules and Regulations, Continuous Assessments, Paper Setting, Moderation and Paper Marking” on 25th September 2022 from 9.00 am to 2.00 pm via Zoom online platform.

24. Employee Satisfaction Survey, SUSL (Tamil Version) was developed and submitted to the 44th SSC QA meeting held on 21st September 2022. This has been submitted to the 268th Senate (22:268:73) held on 11th October 2022.

25. QA By-Law has been amended based on the request made by the Library Quality Assurance Cell; changing only the composition of QA cell of the Library. This has been submitted to the 268th Senate (22:268:76) held on 11th October 2022.

26. Draft of “Policy Document on conducting Student Satisfaction” was submitted to the 44th SSCQA meeting held on 21, September 2022 for the recommendation.
27. Draft of “Policy Document on conducting Employee Satisfaction” was submitted to the 44th SSCQA meeting held on 21, September 2022 for the recommendation.
28. A Committee had been suggested at the 44th SSC QA meeting held on 21st, September 2022 for developing Manual of Financial procedures/ SOPs. The recommended committee composition has been submitted to the 268th Senate (22:268:77) held on 11th October 2022.
29. A Committee had been suggested at the 44th SSC QA meeting held on 21st, September 2022 for developing Strategies and Action Plans for Student-Centered Teaching-learning. The recommended committee composition has been submitted to the 268th Senate (22:268:78) held on 11th October 2022.
30. A Committee had been suggested at the 44th SSC QA meeting held in 21st, September 2022 for developing policy and mechanism to promote innovative pedagogy, SUSL. The recommended committee composition has been submitted to the 268th Senate (22:268:79) held on 11th October 2022.
31. A Committee had been suggested at the 44th SSC QA meeting held on 21st, September 2022 for developing a Guideline for LMS and ICT for Teaching –Learning. The recommended committee composition has been submitted to the 268th Senate (22:268:80) held on 11th October 2022.
32. A Committee had been suggested at the 44th SSC QA meeting held on 21st, September 2022 for developing a Policy on Distance Education Provision, SUSL. The recommended committee composition has been submitted to the 268th Senate (22:268:81) held on 11th October 2022.

Faculty of Agricultural Sciences

33. Online student evaluation system was developed to the faculty and uploaded to VLE system.
34. Online Peer observation system was developed and uploaded to faculty web site.

35. Student evaluation for the first semester of year 2022 has been completed. And the report has been submitted to the respective Head of the Departments to obtain their consent.

36. Faculty activity plan and the budget for year 2023 was completed and submitted to CQA.

Faculty of Applied Sciences

37. Program Review Site Visit (Cluster 1)-awareness session for the Departments of FST & NR -07.09.2022 with the participation of Academic and academic support staff members of the departments of FST & NR (number of participants 24)

38. Program Review Site Visit (Cluster 1)-awareness session for the Departments of FST & NR-20.09.2022 with the participation of Non-academic staff of the departments of FST & NR (including the laboratory staff) (number of participants 12)

39. Program Review Site Visit (Cluster 2)-awareness session for the Department of PST on 20.09.2022, with the participation of Non-academic staff of the departments of FST & NR (including the laboratory staff) (number of participants 26)

40. Program Review Site Visit (Cluster 1)-awareness session for the Departments of FST & NR-on 25.09.2022 with the participation of Students of the departments of FST & NR (number of participants 40)

41. Program Review Site Visit (Cluster 2)-awareness session for the Department of PST on 28.09.2022 with the participation of Students of the department of PST (number of participants 28)

42. The site visit of the programme review of the degree programmes in Food Science and Technology and Natural Resource Management (Cluster 1) was conducted on 26th and 27th September 2022.

Faculty of Geomatics

43. Workshop on QA Aspects of Faculty of Geomatics for Year I Semester II (19GES) was conducted on 29/08/2022 and there were 82 Participants.

44. QA cell meeting (Meeting No: 2022/03) was held on 27/09/2022 with the participation of 08 members.

Faculty of Medicine

Several workshops have been arranged through the Medical Education unit and Faculty curriculum committee on the integrated curriculum for the MBBS program. These workshops are scheduled to be held during November -December months

Several sports equipment for student sports activities of the faculty also finalized and planned call for quotations. These items will be purchased through the money allocated through the annual budget of the Faculty quality assurance cell.

Faculty of Management Studies

45. Awareness on Workload Calculation Conducted by Dr. Sampath Wahala, Coordinator-FQAC via Zoom for Academic staff – Faculty of Management Studies. Number of participants -50.

46. Continuation of ISO 9001:2015 Quality Management System Certification Process in the faculty [Documentation, Implementation and Certification process]- Planning for the Internal Audit during the examination period of the faculty

- a. Initiating and setting up Environmental Management System (EMS) ISO 14001:2015- Completed
- b. An on-site preparatory audit conducted by EMS FMS steering committee to find out the Non-conformities and to discuss the actions to be taken to fix those.
- c. Submitted the audit report and the action plan to the Faculty Board based on the preparatory audit.
- d. Prepared the pre-assessment checklist for “Environmental Management System (EMS) ISO 14001:2015”

47. Student Feedback for the Semester (May 2022 to September 2022) was obtained by the program representatives of each degree program via an online evaluation form. Analyzed detailed reports were shared to the respective HoDs to discuss and take necessary actions for improvements of the quality of teaching and learning

48. Faculty QA Cell meeting -2 nd August 2022 All Academic Staff to discuss the concept paper to implement the Integrated Management System of the Faculty -30 participants.

Faculty of Social Sciences and Languages

No activities

Faculty of Technology

49. Workshop on Accreditation of degree programs was conducted on 06.08.2022 for Academic staff, Department of Biosystems Technology, Faculty of Technology. Number of participants-14
50. Workshop on Accreditation of degree programs was conducted on 07.08.2022 for Academic staff, Department of Engineering Technology, Faculty of Technology. Number of participants – 10
51. Workshop on Examination procedures, Rules and regulations, Continuous assessments, Paper setting, Moderation and Paper marking in collaboration with CQA was conducted on 25/09/2022 for Academic staff of the University. Number of participants – 50.

Library Quality Assurance Cell

52. Library vision and mission update proposal was formed and sent for Dean/ Faculty of Management studies and chair/ committee on “restructuring the vision and mission of the Sabaragamuwa university”.

Report presented by,



Director / Centre for Quality Assurance /SUSL

20.10.2022

******QA activities of QA Cells were received from the Coordinators of the respective cells. Two reports from two QA cells (from CODL and the FGS) are yet to receive for the third Quarter of 2022.***