

FORMAT OF ANNUAL REPORT, CENTRE FOR QUALITY ASSURANCE

(To be submitted to QAC-UGC by 31 January each year)

SABARAGAMUWA UNIVERSITY OF SRI LANKA

REPORT FOR THE YEAR 2020

1. Meetings of Senate Subcommittee on Quality Assurance / IQAU MC:

Meeting no	Date	No of participants
18	23.01.2020	23*
19	05.03.2020	18
20	15.06.2020	12
21	16.07.2020	17
22	20.08.2020	14
23	22.10.2020	18
24	24.11.2020	17
25	25.12.2020	17

* Chairpersons & Secretaries of Institutional Review Criteria were participated as invitees

2. Workshops/training programmes conducted by CQA

Date	Topic	Target group	No of participants
	Centre for Quality Assurance		
05.11.2020	An online awareness session on “Mechanism for Implementing Academic Accountability and Work Load Policy of SUSL” conducted by CQA	Academic staff	17
01.12.2020	Awareness program on standard setting in student assessment conducted by CQA	Management Committee Members	12
	Quality Assurance Cell - Faculty of Agricultural Sciences		
23.12.2020	Academic accountability, Work norm and Introduction to Work Load Calculation	Academic Staff	17
	Quality Assurance Cell - Faculty of Applied Sciences		
23.01.2020	Workshop on file handling and file system management	Non-academic staff	20
18.01.2020	Workshops for SER preparation	Academic staff & Academic supportive	80
18.11.2020	Leadership and Soft Skills Development Programme	Final-year and third-year undergraduates	133
25.11.2020	Excursion to a hi-tech analytical laboratory to gain exposure on lab management and good laboratory practices	Laboratory staff	16

27.11.2020	Facilitate student-centred learning including the introduction of LMS including web-based to increase accessibility to knowledge	Entire students of the faculty	125
30.11.2020	Mechanism for Implementing Academic Accountability and Workload Policy of SUSL	Academic staff + Academic supportive	80
07.12.2020	Developing yourself as a scientist	Final-year undergraduates	106
	Quality Assurance Cell - Faculty of Geomatics		
06.05.2020	Online Seminar on 'Professionalism'	All final year students of the Faculty	68
22.05.2020	Online Seminar on 'Restart Thinking'	All 3 rd year students and the staff of the Faculty	92
27.05.2020	Online Seminar on 'Career Goal Setting'	All final year students of the Faculty	69
	Quality Assurance Cell - Faculty of Medicine		
28.09.2020	Workshop on 'Assessment principles; putting into practice'	All Academic staff of the Faculty	18
15.10.2020	Workshop on curriculum design and alignment for Para-clinical subjects	All Para-clinical academic staff members	8
	Quality Assurance Cell - Faculty of Management Studies		
26.02.2020 -28.02.2020	ISO 45001:2018 - Occupational Health and Safety (OH&S) Management System Auditor Training conducted by Sri Lanka Accreditation Board (SLAB)	4 Faculty Quality Assurance Cell members were participated [As a requirement for implementing ISO 45001:2018 in the Faculty]	4
10.05.2020	Webinnar on "Basics of Internet Law" by Mrs. Aparajitha Ariyadasa, ATD Legal Associates and Legal Consultant	Open webinnar for all those who interested	50
12.10.2020	Webinnar on "Initial awareness for ISO 9001:2015 Quality Management Systems" by Mr. Ajitha Prasanna, Head of Certifications, Laughs	Faculty Quality Assurance Cell Members [As a requirement for implementing ISO 45001:2018 in the Faculty]	11

05.11. 2020	Workshop on "Developing policy and procedures on psychological counseling" for the Faculty of Management Studies (Session 01) by Dr. Jayaprasad Welgama, Faculty of Social Sciences and Languages, SUSL	Academic Staff Members of the Faculty	30
18.11. 2020	Workshop on "Developing policy and procedures on psychological counseling" for the Faculty of Management Studies (Session 02) by Dr. Jayaprasad Welgama, Faculty of Social Sciences and Languages, SUSL	Academic Staff Members of the Faculty	18
23.11. 2020	Workshop on "Developing policy and procedures on psychological counseling" for the Faculty of Management Studies (Session 03) by Dr. Jayaprasad Welgama, Faculty of Social Sciences and Languages, SUSL	Academic Staff Members of the Faculty	20
01.12.2020	Webinar on "Psychological Counseling" by Dr. Yasira Doluweera, Acting consultant Psychiatrist, District General Hospital, Embilipitiya.	Academic Staff Members of the Faculty	22
30.12.2020	Webinar on "Initial awareness for ISO 45001:2018 - Occupational Health and Safety (OH&S) Management Systems" by Mr. Chamal Indrajith, Quality Environmental Safety and Health Country Officer at Siemens Gamesa	Faculty Quality Assurance Cell Members [As a requirement for implementing ISO 9001:2015 in the Faculty]	11
	Quality Assurance Cell - Faculty of Social Science and Languages		
16.06.2020	Aligning University education to the context of Quality Assurance	academic staff members	26
	Quality Assurance Cell - Faculty of Technology		
11.11.2020	Webinars on "Introduction to the Quality Assurance"	academic	26
12.11.2020	Webinars on "Outcome based education and student centered Learning: Principles and Best Practices"	Academic Staff	8
16.11.2020	Webinars on "Evaluation and Examination Procedure"	Academic Staff	10
19.11.2020	Webinars on "Assessment Methods and Developing Effective Assessment Rubrics"	Academic Staff	10
07.12.2020	ICT-based teaching for academic staff	Academic Staff	9
10.12.2020	Management protocols and work procedures/scope of work for the non-academic staff	Non-Academic Staff	12
14.12.2020	Preparation of specification, bidding document and procurement procedure especially in the STHRD project.	Academic Staff	7
18.12.2020	Operating Policy and Procedure for Academic Accountability	Academic Staff	14

3. Submission of Self Evaluation Reports for external review by QAC

IR/PR	Name of programme/cluster	Date of submission of SER
PR	Faculty of Applied Sciences	31st July 2020
	<u>One cluster</u> BSc. Honors in Computing and Information Systems	
	<u>One cluster</u> BSc. Honors in Food Science and Technology BSc. Honors in Environmental Sciences and Natural Resource Management BSc. in Environmental Sciences and Natural Resource Management	
	<u>One cluster</u> BSc. Honors in Chemical Technology BSc. Honors in Applied Physics BSc. Honors in Computer Science and Technology BSc. in Physical Sciences	
	<u>One cluster</u> BSc. Honors in Sport Sciences and Management BSc. Honors in Physical Education	
PR	Faculty of Geomatics	30th June 2020
	Bachelor of Science Honors in Surveying sciences in Surveying and Geodesy	
	Bachelor of Science Honors in Surveying sciences in Hydrographic Surveying	
	Bachelor of Science Honors in Surveying sciences in Land Management	
	Bachelor of Science Honors in Surveying sciences in Remote Sensing	
	Bachelor of Science Honors in Surveying sciences in Geographic Information Systems	

4. Site visits for external review

IR/PR	Name of programme/cluster	Dates of site visit
PR	BSc in Agricultural Science and Management (Faculty of Agricultural Sciences)	03 rd February 2020 to 06 th February 2020
IR	Institutional Review of Sabaragamuwa University of Sri Lanka	27 th January 2020 to 1 st February 2020

5. Action plans for implementation of recommendations in external review reports

IR/PR	Name of Faculty/Institute/ Campus/Unit	Year of external review	Date of approval by Council

6. Any other activities / highlights for the year

- a. Policy documents of Grievances appeal policy for SUSL and Policy on Student Assessment were prepared and obtained the Senate and Council approval.
- b. Amended Bylaws Governing Internal Quality Assurance was prepared and obtained the Senate and Council approval.
- c. University policy on student engagement in quality assurance was prepared and obtained the Senate approval.
- d. Started the process of establishing the quality assurance cell for Centre for open & Distance learning (CODL) and for the Faculty of Graduate Studies.
- e. Academic accountability and work norm policy of SUSL -Implementing process was developed based on the Operating policy and procedure for academic accountability and workload calculation for academic staff, SUSL.
- f. Templates for moderation of examination papers and second marking of answer scripts were developed and obtained the Senate and Council approval.
- g. A committee has been appointed for the development of Strategic Management Plan for Quality Assurance of SUSL as it was not exist for quality Assurance.
- h. Format for approval of proposals to offer programs of study leading to award of sub degree level qualifications was developed and granted the Senate approval.
- i. Letter head for CQA and certificate for workshop participants were also developed and obtained Senate approval.
- j. Terms of Reference for CQA Director and Coordinators has been adopted from the Bylaws of Quality Assurance in order to maximize the involvement in Quality Assurance.

7. Report presented by:

Professor. H.A.D. Ruwandeepika (Acting Director)



25.01.2021

8. Annex complete list of names of members of Senate Subcommittee on Quality Assurance, and members of Internal Quality Assurance Cells in all Faculties/Institutes / Campuses / Units

Annex:

MEMBERS OF SENATE SUBCOMMITTEE ON QUALITY ASSURANCE

Prof. Udaya Rathnayake	-	Vice Chancellor (From 02 nd November 2020)
Prof. W.K. Athula C. Gnanapala	-	Acting Vice Chancellor (From 19 th May 2020 to 01 st November 2020)
Prof. Sunil Shantha	-	Vice Chancellor (Up to 18 th May 2020)
Prof. H.A.D. Ruwandeepika	-	Acting Director / CQA (From 12 th October 2020)
Prof. J.M.C.K. Jayawardana	-	Director / CQA (Up to August 2020)
Prof. H.M.S. Priyanath	-	Dean / Faculty of Graduate Studies
Dr. M.M.P. Sumith	-	Dean / Faculty of Agricultural Sciences
Dr. (Mrs) R.S. Sabaragamuwa	-	Dean / Faculty of Applied Sciences (Form 03 rd October 2020)
Prof. R.M.U.S.K. Rathnayake	-	Dean / Faculty of Applied Sciences (Up to 02 nd October 2020)
Dr. H.M. Indika Prasanna	-	Dean / Faculty of Geomatics
Prof. W.K. Athula C. Gnanapala	-	Dean / Faculty of Management Studies
Prof. M.N. Wickramaratne	-	Dean / Faculty of Medicine
Dr. M.A.C.S.S. Fernando	-	Dean / Faculty of Social Sciences and Languages (From 13 th October 2020)
Dr. W. Manoj Ariyaratne	-	Dean / Faculty of Social Sciences and Languages (Up to 12 th October 2020)
Dr. A.D. Ampitiyawatta	-	Dean / Faculty of Technology
Mr. Kamal Gunawardana	-	Acting Registrar (From 30 th March 2020)
Mr. V.D. Kithsiri	-	Registrar (Up to 29 th March 2020)
Mrs. T.N. Neighsoorie	-	Librarian
Prof. Aruna Shantha	-	Director / Staff Development Centre (From 02 nd June 2020)
Dr. S.T.C. Amarasinghe	-	Director / Staff Development Centre (Up to 01 st June 2020)
Dr. D.D. Wickramanayake	-	Coordinator / Faculty of Agricultural Sciences (From 18 th March 2020)
Dr. Ruwini Mutucumarana	-	Coordinator / Faculty of Agricultural Sciences (Up to 17 th March 2020)
Dr E.P.N. Udayakumara	-	Coordinator / Faculty of Applied Sciences
Dr. M.D.E.K. Gunathilake	-	Coordinator / Faculty of Geomatics
Dr. Sampath Wahala	-	Coordinator / Faculty of Management Studies
Dr. Amal Wageesha	-	Coordinator / Faculty of Medicine

- Dr. U.P. Lekamge - Coordinator / Faculty of Social Sciences and Languages
- Dr. K.R. Koswattage - Coordinator / Faculty of Technology
- Mrs. H.K.I.P. Abeysinghe - Secretary / CQA (Assistant Registrar / Vice Chancellor's Office)
(From June 2020)
- Mrs. M.P.G. Silva - Secretary / CQA (Assistant Registrar / Non Academic Establishments Branch)
(Up May 2020)

MEMBERS OF FACULTY QUALITY ASSURANCE CELL - FACULTY OF AGRICULTURE

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Prof. Sumith Magamage / Dean
02	Coordinator	Dr. D.D wickramanayake
03	Heads of the Department	Prof. D.A.M De Silva / Department of Agribusiness Management
		Dr. P K Dissanayake / Department of Export Agriculture
		Dr. T.S.P Jayaweera / Department of Livestock Production
04	A Representative from Each Department	Dr. A.W wijerathne / Department of Agribusiness Management
		Dr. G. D. K Kumara / Department of Export Agriculture
		Dr. R.M.A.S Bandara / Department of Livestock Production
05	One Professor of the Faculty	Prof. P. I yapa / Department of Export Agriculture
06	Two Students Representative	Mr. W .W .M. W. M. W. I .B Wijethunga
		Ms. K. M. O. N Karunarathna
07	One Representative from the Technical/Laboratory Staff	Ms D. G Yasawathie – Technical officer
08	One Representative from the Secretarial/Office Staff	Ms. H .M.S. N Kularathna / Staff Management Assistant
09	Convener	Ms. M. D. N. K Meddage / Assistant Registrar

MEMBERS OF FACULTY QUALITY ASSURANCE CELL - FACULTY OF APPLIED SCIENCES:

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Dr. R.S. Sabaragamuwa / Dean
02	Coordinator	Dr. E.P.N. Udayakumara / Senior Lecturer / Department of Natural Resources
03	Heads of the Department	Prof. S. Vasanthapriyan / Department Computing & Information Systems
		Dr. W.S.M. Senevirathne / Senior Lecturer / Department of Food Sciences & Technology
		Dr. E.P. Kudavidanage / Senior Lecturer / Department of Natural Resources
		Dr. C.H. Baduraliya / Senior Lecturer / Department of Physical Sciences & Technology
		Mrs. T.S.H. Perera / Senior Lecturer / Department of Sport Sciences & Physical Education
04	A Representative from Each Department	Dr. Piumi Ishanka / Senior Lecturer / Department Computing & Information Systems
		Mr. Janitha Liyanage / Senior Lecturer / Department of Food Sciences & Technology
		Dr. D.N.S. Wanniarachchi / Senior Lecturer / Department of Natural Resources
		Mr. Sadeera Bandara / Lecturer (Probationary) / Department of Physical Sciences & Technology
		Ms. L.R.N.D. Weerathna / Senior Lecturer / Department of Sport Sciences & Physical Education
05	One Professor of the Faculty	Prof. J.M.C.K. Jayawardana / Department of Natural Resources
06	Two Students Representative	R.M.P.P.S. Deepatha
		D.M.C.C. Amarasinghe
07	One Representative from the Technical/Laboratory Staff	Mr. S.A.A.C.K. Hemachandra
08	One Representative from the Secretarial/Office Staff	Ms. P.M.H.K. Priyakanthi
09	Convener	Ms. A.A.Y. Abeysinghe / Assistant Registrar

MEMBERS OF FACULTY QUALITY ASSURANCE CELL - FACULTY OF GEOMATICS

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Dr. H.M.I. Prasanna / Dean
02	Coordinator	Dr. M.D.E.K. Gunathilaka / Senior Lecturer / Department of Surveying & Geodesy
03	Heads of the Department	Dr. Saman Koswatte / Senior Lecturer / Department of Remote Sensing & GIS
		Dr. H.R.S. Bandara / Senior Lecturer / Department of Surveying & Geodesy
04	A Representative from Each Department	Mrs. J.A.S. Jayakody / Senior Lecturer / Department of Remote Sensing & GIS
		Mrs. D.S. Munasinghe / Senior Lecturer / Department of Surveying & Geodesy
05	One Professor of the Faculty	
06	Two Students Representative	Mr. R. Viduranath
		Mr. C. Sulochana
07	One Representative from the Technical/Laboratory Staff	Mr. G Kandededara / Technical Officer
08	One Representative from the Secretarial/Office Staff	Ms. H.H.K.N. Dharmasiri / Assistant Registrar
09	Convener	Dr. M.D.E.K. Gunathilaka / Senior Lecturer / Department of Surveying & Geodesy

MEMBERS OF FACULTY QUALITY ASSURANCE CELL - FACULTY OF MANAGEMENT STUDIES:

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Prof. W.K.A.C. Gnanapala / Dean
02	Coordinator	Dr. W.M.P.S.B. Wahala / Senior Lecturer
	Co - coordinator	Mr. I.A. Ekanayake / Lecturer (Probationary) / Department of Business Management
03	Heads of the Department	Prof. D.A.I. Dayaratne / Department of Accountancy & Finance
		Dr. H.P.R. Priyankara / Senior Lecturer / Department of Business Management
		Dr. R.S.S.W. Arachchi / Senior Lecturer / Department of Tourism Management
		Mr. D. Jasinghe / Senior Lecturer / Department of Marketing Management
04	A Representative from Each Degree Program	Ms. A.W.G.C.N. Wijethunga / Lecturer (Probationary) / Department of Accountancy & Finance
		Ms. Miyuni Shamika / Lecturer (Probationary) / Department of Accountancy & Finance
		Ms. I.M. Katuwandeniya / Lecturer (Probationary) / Department of Business Management
		Ms. J.A.R.C. Sandaruwani / Lecturer (Probationary) / Department of Tourism Management
		Mr. G.V.H. Dinusha / Lecturer (Probationary) / Department of Tourism Management
		Mr. R.A.D.C. Ranathunga / Lecturer (Probationary) / Department of Tourism Management
		Ms. P.L.G.S.D. Piumali / Lecturer (Probationary) / Department of Marketing Management
05	One Professor of the Faculty	Prof. M.S.M. Aslam / Department of Tourism Management
06	Two Students Representative	R.M.U.V. Rathnayake
		Mr. W.S. Samantha
07	One Representative from the Technical/Laboratory Staff	Mr. S.M.D. Bandara Mr. Namal Niros
08	One Representative from the Secretarial/Office Staff	Mr. Indrani Swarnalatha
09	Convener	Ms. Roshini Neluwapathirana / Assistant Registrar
10	Administrative Secretary	Ms. A.W. Thiranagama / Lecturer (Probationary) / Department of Business Management

MEMBERS OF FACULTY QUALITY ASSURANCE CELL - FACULTY OF MEDICINE

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Prof. Nirmali Wickramaratne / Dean
02	Coordinator	Dr. N.D. Amal Wageesha / Senior Lecturer / Department of Biochemistry
03	Heads of the Department	Dr. Nilantha Gamalathge / Senior Lecturer / Department of Anatomy
		Dr. Janya Jayawardena / Lecturer (Probationary) / Acting Head / Department of Physiology
		Dr I.H.V. Nicholas / Senior Lecturer / For Head / Department of Biochemistry
04	A Representative from Each Department	Ms. T.C.S. Weerakoon / Lecturer (Probationary) / Department of Anatomy
05	One Professor of the Faculty	Professor Deepthi Samarage / Visiting Lecturer / Department of Physiology
06	Two Students Representative	Ms. Dunya Jayasekara
		Mr. Osura Vithanage
07	One Representative from the Technical / Laboratory Staff	Mr. Dammika Piyasena
08	One Representative from the Secretarial / Office Staff	Mr. Anil Ranasinghe
09	Convener	-

MEMBERS OF FACULTY QUALITY ASSURANCE CELL - FACULTY OF SOCIAL SCIENCES AND LANGUAGES

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Dr. Manoj Ariyaratne / Dean
02	Coordinator	Dr. Upul Lekamge
03	Heads of the Department	Mr. Saman Handaragama / Department of Social Sciences
		Dr. Niluka Prasanganie / Department of Languages
		Dr. Sampath Fernando / Department of Economics and Statistics
		Mrs. Deepani Edirisooriya / Department of Geography and Environmental Management
		Dr. Sangeeth Rathnayaka / Department of English Language Teaching
04	A Representative from Each Department	Mrs. Shanthi Hemalatha / Department of Social Sciences
		Dr. Chandana Dissanayake / Department of Languages
		Mr. Nuwan Weerathne / Department of Economics and Statistics
		Mrs. E.M.T.K. Senawirathne / Department of Geography and Environmental Management
		Mrs. Lakmini Basnayake / Department of English Language Teaching
05	One Professor of the Faculty	Prof. H.M.S. Priyanath
06	Two Students Representative	Ms. I.D. Liyanapathirana
		Ms. W.K.A. Pavithra Janani
07	One Representative from the Technical/Laboratory Staff	Mr. Chamith Bandara
08	One Representative from the Secretarial/Office Staff	Ms. Ishani Perera
09	Convener	Mrs. Yashodha Chandrasekara / Assistant Registrar

MEMBERS OF FACULTY QUALITY ASSURANCE CELL - FACULTY OF TECHNOLOGY

S. No	Position	Name of the Officer
01	Chairman of the FQAC	Dr. A.D. Ampitiyawatta / Dean
02	Coordinator	Dr. K.R. Koswattage / Senior Lecturer / Department of Engineering Technology
03	Heads of the Departments	Dr. K.R. Koswattage / Senior Lecturer / Department of Engineering Technology
		Dr. W.G.M.S. Perera / Senior Lecturer / Department of Biosystems Technology)
04	A Representative from Each Department	Ms. N.D. Hettiarachchi / Department of Engineering Technology
		Mr. Dasith Wijesekara / Lecturer (Probationary) / (Department of Biosystems Technology
05	One Professor of the Faculty	None
06	Two Students Representative	Mr. Hasindu Kumara
		Mr. Kasun Sudaraka
07	One Representative from the Technical/Laboratory Staff	Mr. Prasad Iddamalgoda
08	One Representative from the Secretarial/Office Staff	Mrs. Balika Priyadarshani
09	Convener	Mr. D.S.R.C. Sawanawadu Assistant Registrar