

QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF FIRST QUARTER (FROM 1st OF JANUARY TO 31st MARCH, 2025) - CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

CENTRE FOR QUALITY ASSURANCE

1. Annual Report on Quality Assurance activities in 2024 has been submitted to the University Grants Commission on 29.01.2025.
2. TORs of committees of institutional review preparatory tasks and individual responsibilities in IR process, SUSL was resubmitted to the 63rd meeting of the Senate Standing Committee on Quality Assurance held in January 2025 and it was approved by the 291st Senate held on 11.02.2025.
3. Fourth Quarter Progress (1st of October to 31st December, 2024) Report of QA Activities of SUSL was prepared and obtained the recommendation of the 63rd SSCQA held on 20.01.2025 and it was approved by the 291st Senate held on 11.02.2025.
4. Committee for the criterion VI - Strength and Quality of Staff, Institutional Review, SUSL has been recommended by the 63rd SSCQA meeting held in January 2025 and the Senate approval was obtained at the 291st Meeting of the Senate.
5. Committee for the Self Evaluation Report writing, Institutional Review, SUSL has been recommended by the 63rd SSCQA meeting held in January 2025 and the Senate approval was obtained at the 291st Meeting of the Senate.
6. Initial steps have been taken to appoint academic mentoring steering committees for each faculty.
7. Initiations were taken to conduct a workshop on “Procurement Procedures” for all the administrative personnel of SUSL.
8. Director, Centre for Quality Assurance has participated in the Quality Assurance in Transnational Education (TNE) Awareness Session on 11.03.2025, conducted by the UK Quality Assurance Agency (QAA).
9. Questionnaire for “Employability Survey, SUSL” has been developed by a committee suggested by SSCQA and appointed by the Senate and Council. It was recommended by

the 64th SSCQA meeting held on 24.03.2025 and submitted for the approval of the Senate and for subsequent submission to the Council.

10. Policy on “Employability Survey, SUSL” was developed. It was recommended by the 64th SSCQA meeting held on 24.03.2025 and submitted for the approval of the Senate and for subsequent submission to the Council.
11. Amendments were made to the “Format for Quarter Report of QA Activities in order to collect the summary information on budget usage at ever quarter. It was recommended by the 64th SSCQA held on 24.03.2025 and submitted for the approval of the Senate and for subsequent submission to the Council.
12. The application for new PG programme / Master of Science in Environmental Management and Sustainable Development, incorporating the comments of the reviewers received from the Department of Geography and Environmental Management, Faculty of Social Sciences and Languages has been recommended by the 64th SSCQA held on 24.03.2025 and submitted for the approval of the Senate and for subsequent submission to the Council.
13. A compiled document of approved policies has been developed for information and to formalize the implementation of policies and submitted to the 64th SSCQA held in 24.03.2025.
14. Initiatives have done to collected the academic accountability reports of 2024.
15. Permission was granted by the 64th SSCQA meeting to conduct annual student satisfaction survey, annual employee satisfaction survey and annual exit interview for the year 2024.
16. Procedural guideline for submitting application for new postgraduate degree programs prepared by the Dean, FGS has been submitted and it was recommended by the 64th SSCQA. It was submitted for the approval of the Senate and for subsequent submission to the Council.

FACULTY OF AGRICULTURAL SCIENCES

17. Workshops / Awareness Programmes / Training Programmes conducted by FAGS

Date	Topic	Target group	No of participants
28/01/2025	Curriculum Revision	Academic staff	50
25/02/2025	Curriculum Revision	Academic staff	50
20/03/2025	Evaluation and assessment for newly recruited academic staff	Academic staff	10
07/04/2025	Curriculum Revision- workshop for curriculum development	Academic staff	30
07/04/2025	Curriculum Revision- workshop for curriculum development	Academic staff	30

18. Meetings of Faculty Quality Assurance Cell - FAGS

Meeting no	Date	No of Participants
1	9/1/2025	7
2	27/3/2025	7

FACULTY OF APPLIED SCIENCES

19. Workshops / Awareness Programmes / Training Programmes conducted by FAPS

Date	Topic	Target group	No of participants
22 nd April 2025	Student progression policy	Faculty Board members	

20. Student Feedback collection and analysis

21. Student Feedback detailed report preparation

22. Student Feedback summary report preparation and submission to Senate Standing Committee

23. Developing faculty policies with the faculty board-appointed policy development committee (assessment policy, student support services, counselling services, fallback and credit transfer, performance appraisal system, national and international MOUs, staff development, differently abled and disabled students, foreign student policy). This is according to the proposed program review action plan. (Sessions conducted Online)

24. Meetings of Faculty Quality Assurance Cell – FAPS

Meeting no	Date	No of Participants
	21st March 2025	6

FACULTY OF COMPUTING

25. Workshops / Awareness Programmes / Training Programmes conducted by FOC

Date	Topic	Resource Person	Target group	No of participants
2025.02.19	Hands-on Workshop: AI Powered Productivity for University Staff (In collaboration with Lanka Education and Research Network (LEARN), as part of the 5th International Conference on Advanced Research in Computing – ICARC 2025)	Prof. Roshan G. Ragel CEO LEARN, Faculty of Engineering, University of Peradeniya Dr. Asitha Bandaranayake CTO LEARN, Faculty of Engineering, University of Peradeniya	Academic/ Administrative staff and Management Assistants of SUSL	56
2025.03.22	Awareness Programme: Examination Offences and Examination Guidelines (Online) - in collaboration with the Orientation Programme Committee, FoC, SUSL	Prof. S. Vasanthapriyan Professor in Computer Science Dean, Faculty of Computing, SUSL	First Year Undergraduates (2022/ 2023 Batch) of the Faculty of Computing	302

26. Other QA Activities:

i. Lecturer Evaluations/ Peer Evaluations

Degree Programme	Batch	Survey Period
BSc Honours in Computing and Information Systems	2018/ 2019	2025.03.11-2025.03.18

ii. Review comments were provided to the Public Relations Committee during the compilation and publication of the **Student Handbook for the 2022/2023 batch** – January 2025.

27. Meetings of Faculty Quality Assurance Cell – FOC

Meeting no	Date	No of Participants
2025.01	2025.03.04	10

FACULTY OF GEOMATICS

28. Meetings of Faculty Quality Assurance Cell – FOG

Date	Meeting
28/01/2025	FQAC Meeting
29/04/2025	FQAC Meeting

FACULTY OF MEDICINE

29. Workshops / Awareness Programmes / Training Programmes conducted by FOM

Date	Topic	Target group	No of participants
20-2	Workshop on Self-evaluation report preparation for SLMC accreditation	Academic and administrative staff of FOM, SUSL	12

26-02	Workshop on preparation for SLMC accreditation process	Academic and administrative staff of FOM, SUSL	13
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30. 1/1/2025- Conducted end professorial programme review session with the student representatives of Batch 1 and Academic staff and clinical teachers from THR.

31. 1/30/ 2025- Conducted Mid professorial programme review session with the student representatives of Batch 2 and Academic staff and clinical teachers.

32. Conducted following special meetings for different groups on SER preparation

- 11th February at 9:00 AM – Paraclinical Departments
- 11th February at 1:00 PM – Clinical Departments
- 13th February at 9:00 AM – Pre-clinical Departments, Coordinators, Senior Treasurers, and Chairs of Programs, Modules, committees and Societies
- 13th February at 1:00 PM

33. Meetings of Faculty Quality Assurance Cell - FOM

Meeting no	Date	No of Participants
2025.1	16/01/2025	7
2025.2	13/02/2025	6
2025.3	12/03/2025	8

FACULTY OF SOCIAL SCIENCES AND LANGUAGES

34. Workshops / Awareness Programmes / Training Programmes conducted by FSSL

Date	Topic	Target group	No of participants
24 th March 2025	Workshop on Human Rights and Labour Law	Non-academic staff members, Faculty of Social Sciences and Languages	15

04 th March 2025	Training Workshop on Updating the Semester Subject Allocation	Management assistants, Faculty of Social Sciences and Languages	08
22 nd February 2025	Awareness programme - Online Counsellor Reservation System for Sitharana Psychological Counselling Center	Psychological counsellors, Sabaragamuwa University of Sri Lanka	15
5 th February 2025 and 20 th February 202	Training Program on Photoshop for Non-Academic Staff Members	Management assistants and other staff members, Faculty of Social Sciences and Languages	11

35. Monitoring of Action Plan Follow-Up of Programme Review (2017-2024) was completed and tabled at the faculty board meeting on 21st January 2025 (Meeting No. 237).

36. The Online Counsellor Reservation System for Sitharana Psychological Counselling Center was successfully launched and was tabled at the faculty board meeting on 25th February 2025 (Meeting No. 238).

37. Initial plans were made to conduct the 2nd QA Cell workshop of 2025 “Unlocking the Secrets to Effective Academic Writing” and tabled memo at the last faculty board meeting on 01st April 2025 2025 (Meeting No. 239).

38. Lecturer Evaluation Summary Report - Year I, II, III, IV - Semester II (January-April 2024) was completed and tabled at the faculty board meeting on 21st January 2025 2025 (Meeting No. 237).

39. The final full report and summary report of the lecturer evaluation for the Year I, II, III, IV - Semester I (August-December 2024) period was completed and will be tabled at the next faculty board meeting.

40. Curriculum meetings were conducted to discuss the current curriculum revision:

Date	Reason	Participants
04th January 2025	Pre-Meeting for Discussing the Application Form	Some senior academic staff members at the Faculty of Social Sciences and Languages

15th January 2025	Reviewing and Discussing the Application Form	All the heads of the departments and subject coordinators
29th and 30th January 2025	Progress Meeting Regarding the Filling of Application	All the heads of the departments and subject coordinators
27th February 2025	Finalizing Applications	All the heads of the departments and subject coordinators

FACULTY OF TECHNOLOGY

41. Workshops / Awareness Programmes / Training Programmes conducted by FOT

Date	Topic	Target group	No of participants
3rd of January 2025	Administrative procedures in the University system	Administrative, academic and non-academic staff	250
17-19th of January 2025	Workshop for the advanced GC-MS techniques	Academic staff and academic supportive staff	25
27,28 February -1st of March 2025	Workshop on FTIR operation with advanced characterization techniques	Academic staff and academic supportive staff	25
18-19th of March 2025	Workshop on UV spectrophotometer and nonophotometer operation and advanced characterization techniques for different materials	Academic staff and academic supportive staff	25
29th of March 2025	Workshop on Potentiostat operation and characterization techniques	Academic staff and academic supportive staff	25
30th of March 2025	Workshop on qPCR techniques and applications	Academic staff and academic supportive staff	25

42. Meetings of Faculty Quality Assurance Cell - FOT

Meeting no	Date	No of Participants
Meeting No. 55	02/1/2025	06
Meeting No. 57	12/3/2025	06

LIBRARY QA CELL

43. A policy discussion on the “**preparation of the Authority Control Policy for library collection organization and cataloguing**” was held on 08th January 2025 at 9:30 AM at the Main Library. The meeting was attended by the Acting Librarian, all academic library staff, and the Senior Assistant Registrar (Library Services). The proposed policy aims to standardize cataloguing practices, ensure consistency in collection organization, and align with international standards to enhance the accuracy and accessibility of the library catalog.

44. **Faculty student representatives** were appointed, and **letters of appointment** were officially distributed by the Acting Librarian on 19th March 2025 at the Main Library. An initial awareness session was conducted to introduce them to the Library Quality Assurance Cell (LQAC) and its functions.

45. Meetings of Faculty Quality Assurance Cell – Library

Meeting no	Date	No of Participants
12	29.01.2025	06
13	19.03.2025	16

Report presented by,



Director / Centre for Quality Assurance / SUSL

23.04.2025