

Quality Assurance Activities for the Period of second Quarter (From 1st of April to 30th June, 2022)
– Centre for Quality Assurance, Sabaragamuwa University of Sri Lanka

1. The draft amended questionnaire for the Annual Student Satisfaction Survey was submitted to the 39th SSCQA meeting held in April 2022 and it was presented at the SSC QA. This has been submitted to the 263rd Senate held in May 2022 (22:263:47) and approval has been taken.
2. Standard Operating Procedure (SOP) for the process of student feedback evaluation has been prepared by CQA and was submitted to the 39th SSCQA meeting held in April 2022 and to the 40th SSCQA meeting held in May 2022. The amended document was submitted to the 264th Senate held in June 2022 (22:264:12) and approval has been taken. Further this has been circulated among all the Deans of all the Faculties and the Coordinators of QA Cells.
3. Standard Operating Procedure (SOP) for the process of peer observation has been prepared by CQA and was submitted to the 39th SSCQA meeting held in April 2022 and to the 40th SSCQA meeting held in May 2022. This was submitted to the 264th Senate held in June 2022 (22:264:13) and approval has been taken. Further this has been circulated among all the Deans of all the Faculties and the Coordinators of QA Cells.
4. Proposal for new external programme (Higher Diploma in Diploma in Professional Business Coaching; CQA SUSL/ Ext/ 07/2022) was submitted to the CQA for the recommendation and this was subsequently submitted to the University Curriculum Evaluation Committee (UCEC) for checking the compliances. With the comments received from the UCEC committee, proposals were amended and the amended proposal was submitted to the 263rd Senate (22:263:48) held in May 2022. Senate approval and the Council approval was obtained. This Programme was designed by the Department of Business Management and the Department of Tourism Management, Faculty of Management Studies.
5. Concept paper for designing a mentoring program for Academics, SUSL was tabled at the 39th SSCQA meeting held in April 2022 and the approval for the initiation of developing a mechanism for such Programme was granted.
6. Terms of Reference (TOR) for the CQA staff has been prepared and tabled at the 39th SSCQA meeting held in April 2022. It was granted the approval and as per the instruction given by the Chairman of the SSCQA, they have been sent to the Registrar of SUSL.
7. All the policies developed by CQA were coded according to the approved codes at the 35th SSCQA meeting held in November, 2021. Policies with codes were submitted to the 39th SSCQA meeting held in April 2022 as a compiled book.

8. Director CQA made a suggestion to create official email address to QA Cell coordinators and approval has been taken at the 39th SSCQA meeting held in April 2022. The process has been initiated in requesting official email addresses.
9. Draft document on Mentoring Policy for Academic Staff, SUSL was tabled at the 40th SSCQA meeting held in May 2022. This was presented to the SSCQA meeting by the Dr Jayaprasad Welgama as the chair of the committee. With the suggestion made at the presentation, the amended document was resubmitted to the 41st SSCQA meeting held in June 2022 and thereafter it was submitted to the 265th Senate held in July 2022 (22:265:97).
10. Draft document on Terms of Reference (TOR) for Mentors and Mentees – Mentoring programme for Academic Staff, SUSL was tabled at the 40th SSCQA meeting held in May 2022. This was presented to the SSCQA meeting by the Dr Jayaprasad Welgama as the chair of the committee. With the suggestion made at the presentation, the amended document was resubmitted to the 41st SSCQA meeting held in June 2022 and thereafter it was submitted to the 265th Senate held in July 2022 (22:265:98).
11. Draft document on Standard Operating Procedure for the Mentoring for Academic Staff, SUSL was tabled at the 40th SSCQA meeting held in May 2022. This was presented to the SSCQA meeting by the Dr Jayaprasad Welgama as the chair of the committee. With the suggestion made at the presentation, the amended document was resubmitted to the 41st SSCQA meeting held in June 2022 and thereafter it was submitted to the 265th Senate held in July 2022 (22:265:99).
12. Draft document on “Policy on Student Support Services and Welfare” was tabled at the 40th SSCQA meeting held in May 2022 and amended document was resubmitted at the 41st SSCQA meeting held in June 2022. Thereafter it was submitted to the 265th Senate held in July 2022 (22:265:96).
13. Four (04) Awareness programmes on “Grievances Redressal Policy and SOPs” for non-academic Staff, SUSL on 17.05.2022 and 24.05.2022 as two sessions per each day (Day I session I, Day I Session II, Day II Session I and Day II session II) were conducted by CQA with the participation of 257 participants. This awareness programme was conducted by Dr. M. Sandun J Perera, Dr. H.P. Rasika Priyankara and Mr Saman uyangoda as per the decision taken at 37th SSC QA held in 23rd of February 2022. The report on the workshop was tabled at the 41st SSCQA meeting held in June 2022.
14. Participation and giving the assistance for the site visit of the Programme Review (Computing and Information systems) of the Faculty of Applied Sciences, SUSL completed on 17th June 2022.
15. Draft questionnaire for the “Annual Employee Satisfaction Survey” was submitted to the 41st SSCQA meeting held in June 2022.
16. CQA web page has been updated with the guidance of Prof Vasanthapriyan, Director, and Centre for Computer studies.

17. Draft document on “weeding policy, Library, SUSL” was submitted to the 41st SSCQA meeting held in June 2022. Further it was submitted to the 265th Senate held in July 2022 (22:265:101).
18. A committee for policy Gap Analysis, SUSL has been submitted to the 265th Senate held in July 2022 (22:265:100) and it was approved.
19. A committee for developing a mechanism for conducting Exit Interview, SUSL has been submitted to the 265th Senate held in July 2022 (22:265:103) and it was approved.
20. Senate and the Council approved “University Graduate Profile, SUSL” was added to the University web site with the help of the Director, Centre for Computer Studies.
21. Strategic Management Plan for CQA (2021-2023) was submitted to the 262nd Senate held in April, 2022 and approval was granted and the approval of the Council also was received. Subsequently it was sent to the Quality Assurance Council, UGC for the concurrence.
22. An awareness programmes on “Grievances Redressal Policy and SOPs” for the grievance Handlers, SUSL was conducted by CQA in 29th June. This awareness programme was conducted by Dr. M. Sandun J Perera, Dr. H.P. Rasika Priyankara and Mr Saman uyangoda as per the decision taken at 37th SSC QA held in 23rd of February 2022. The report on the workshop was tabled at the 42nd SSCQA meeting in July 2022.

FACULTY OF GRADUATE STUDIES

23. Quantitative research designs for Research Higher Degree candidates on 2022.05.14
24. Webinar on Intellectual Property Protection for All postgraduate candidate on 2022.05.17
25. Mixed-methods research designs for Research Higher Degree candidates on 2022.05.21
26. Qualitative Research Design for Research Higher Degree candidates on 2022.05.21
27. Academic writing for Research Higher Degree candidates on 2022.06.04

FACULTY OF AGRICULTURE

28. Proposal for Fall- Back option to the academic program of the faculty was completed and submitted to the Faculty Board approval and then to the Senate.
29. Online student evaluation for the first semester of the year 2022 has been completed. And the report was submitted to the dean office for further guidance.

30. Online student evaluation for the second semester for the year 2022 is continuing.
31. An online Peer evaluation questionnaire has been developed for the faculty and distributed among academic staff for their respective completion.

FACULTY OF APPLIED SCIENCES

32. SER Site Visit Preparation-awareness session for the Departments of CIS and SS & PE was done in 09.06.2022 for Academic and academic support staff members of the two departments
33. SER Site Visit Preparation-awareness session for the Departments of CIS and SS & PE was done in 08.06.2022 for Non-academic staff members.
34. SER Site Visit Preparation-awareness session for the Department of PST was done in 20.04.2022 for Students
35. The site visit of the reviewers relevant to study programme review of the degree programme in Computing and Information Systems was conducted on 16th and 17th June 2022.
36. The following fallback qualifications were submitted to the Faculty Board with the recommendation of the FQAC.
 - a. Higher Diploma in Sport Sciences and Management (SLQF Level 4)-BSc Hons degree programme in Sport Sciences and Management (Tabled at meeting no: 230; confirmed at meeting no:232)
 - b. Higher Diploma in Physical Education (SLQF Level 4)-BSc Hons degree programme in Physical Education (Tabled at meeting no: 230; confirmed at meeting no:232)
37. Detailed (revised) curriculum of the BSc in Environmental Sciences and Natural Resource and Management degree programme (SLQF Level 5) was submitted to the Faculty Board with the recommendation of the FQAC (Tabled at meeting no:232)

FACULTY OF GEOMATICS

38. Faculty QA Cell meeting (02/2022) was held in 07.06.2022.

FACULTY OF MANAGEMENT STUDIES

39. One day workshop for the Emergency Management team in FMS was conducted in 04th June 2022 for Third Year undergraduates of the EcoBusiness Management degree program
40. Walk-through Assessment Session 01 - Aspect identification related to the water usage in line with ISO 14001 for Third Year undergraduates of the EcoBusiness Management degree program
41. Continuation of ISO 9001:2015 Quality Management System Certification Process in the faculty [Documentation, Implementation and Certification process]. Collection of Internally originated documents from different locations of the faculty

42. Continuation of setting up Occupational Health and Safety Management Systems ISO 45001:2018 in the faculty [Documentation, Implementation and Certification process] Development of the Emergency Management team of the FMS. An on-site visit to conduct the risk assessment by the emergency management team in the FMS. Established an HS Reporting system.
43. Student Mini projects encouraging student- Centered Learning (SCL) to improve the quality objectives of FMS. Proposals were received for 6 student mini projects related to the Business Ethics and Social Responsibility subject (BM 1252)

FACULTY OF MEDICINE

44. Meetings/Discussions on how to integrate pre-clinical curriculum from a subject-based curriculum. The primary draft has been finalized and currently individual departments working on their respective subject topics which can be integrated.

FACULTY OF TECHNOLOGY

45. Workshop on “Accreditation of degree programmes” for all the academics of FOT was conducted on 18.05.2022.
46. Establishing an online document repository (a google drive) for faculty QA activities
47. Meetings of Faculty Quality Assurance Cells:

Meeting no	Date	No of participants
06	07/04/2022	11
07	08/06/2022	11

LIBRARY QA CELL

48. Programme conducted at the orientation programme of FSSL undergraduates on 30.06.2022.
49. The 3rd Human Library Event” organized by the main library, SUSL was successfully held on 30th June 2022 at 10. 00 am at the Faculty of Geomatics, Sabaragamuwa University of Sri Lanka, Belihuloya with the talk of famous master potter Mr. Ajith Perera.
50. The library, SUSL, established a digital scanning unit with the newly purchased digital scanner received to the main library. In the first phase of the project, the following services will be enabled to serve the library users.

51. Newspaper cutting service – The printed version of the scholarly articles by SUSL community and others will be available in the periodical section. The scanned copies of the paper cuttings can be accessed through the digital e-repository of the library via <http://repo.lib.sab.ac.lk:8080/xmlui/>
52. Current content service of periodicals – The printed version of the contents of the latest journals, magazines, and conference proceedings will be available in the periodical section. The scanned copies of the same document will be can be accessed through the digital e-repository of the library via <http://repo.lib.sab.ac.lk:8080/xmlui/>

53. Meetings of Faculty Quality Assurance Cells:

Meeting no	Date	No of participants
1	18.05.2022	04
2	24.06.2022	07

Report presented by,



Director / Centre for Quality Assurance /SUSL
23.07.2022

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

