

First quarter progress (From January to March 2021) of Quality Assurance activities – Sabaragamuwa University of Sri Lanka

1. Annual activity plan and budget was submitted to the 25th Senate Standing Committee on Quality Assurance (SSC – QA). Subsequently it was approved at 247th Senate held on January 2021 and finance committee held in January 2021.
2. The certificate for workshop Participants was approved at 247th Senate held on January 2021 with minor amendments.
3. TOR (Terms of Reference) for the Director CQA and the coordinators of Faculty Quality Assurance cells was approved at 247th Senate held on January 2021.
4. Based on the memo submitted to the 26th SSC – QA, a committee has been appointed to prepare the policy on Equality / Non – discrimination and the suggested committee composition was approved at 249th Senate held on March 2021.
5. Based on the memo submitted to the 26th SSC – QA, a committee has been appointed to prepare the policy on Human Resources Development and the suggested committee composition was approved at 249th Senate held on March 2021.
6. Based on the memo submitted to the 26th SSC – QA, a committee has been appointed to prepare the action plan for addressing the reviewer’s suggestions on Institutional review and the suggested committee composition was approved at 249th Senate held on March 2021.
7. Composition of Curriculum Development Committee was decided by the 26th SSC – QA and it has been approved at the 249th Senate held on March 2021
8. The annual report of QA activities for the year 2020 which was submitted to the 26th SSC – QA, obtained the Senate approval at its 249th Senate held on March 2021.
9. A format for evaluation of workshops or activities done by CQA was designed and submitted to the 26th SSC – QA and suggested amendments were done.
10. Workshop on Meeting techniques was organized by Centre for Quality Assurance (CQA) and held on 4th March 2021 for administrative officers.
11. Workshop on quality assurance in postgraduate studies was organized by CQA and held on 8th March for postgraduate students (by research) of the Faculty of Graduate Studies.
12. Procedural guideline for introducing new degree programs for undergraduates, SUSL has been prepared and submitted to the 27th SSC – QA and the Senate approval was obtained at its 250th meeting held on April, 2021.

13. Policy on Alternative Assessment of Undergraduate Program, SUSL has been prepared and submitted to the 27th SSC – QA and the Senate approval was obtained at its 250th meeting held on April, 2021.
14. The necessity of the establishment of the Curriculum and Evaluation Committee was suggested by the Chairman of the SSC – QA at the 250th Senate meeting held on April, 2021 and it was approved.
15. A memo to have a guide to prepare study guides was submitted to the 27th SSC – QA. A committee has been appointed to prepare a procedural guide / format / checklist to maintain / monitor the quality of study materials produced by academics of SUSL and the suggested committee composition was approved at 250th Senate held on April 2021.
16. Participation for international webinars on Quality Assurance.
 - a. Webinar on “Quality Assurance of flexible learning: micro- credentials and digital badges” organized by Turkish Higher Education Quality Council.
 - b. Webinar on "The DNA of QA: the 10 Es and Beyond" organized by INQAAHE (International Network for Quality Assurance Agencies in Higher Education).
17. Internal circular (No: 02 / 2021 of 22.02.2021) on Academic Accountability of Academic staff, Sabaragamuwa University of Sri Lanka, was issued, and distributed among all academics.
18. Web updates were submitted to the Director / Centre for Computer Studies and some of the facts were already updated.
19. Quality Assurance cell of the Centre for Open and Distance Learning was formed.
20. Participation to a webinar (2nd March 2021) organized by QAC, UGC on review on external degree programs. Participants were nominated by the Director, CODL.
21. Faculty of Technology: two workshops were held,
 - a. Workshop on “A path to become a HAPPY Managerial Scientist” for 1st year students of Department of Engineering Technology held on 26th (Friday), February
 - b. Workshop on “progress of accreditation process in the Faculty of Technology’ for all academics, held on 31st March.
22. Faculty of Medicine: has organized a two-day residential workshop on reforming and finalizing the curriculum and the by-laws. The request letter with the workshop synopsis/proposal and the estimated budget was approved at the last Management committee meeting. The workshop will be held in mid-May 2021.

23. Faculty of Geomatics :

- a. Several sessions were conducted in related to the faculty curriculum revision. These sessions were internal discussions with the staff to finalise the subject contents and the teaching and learning methods of the new faculty curriculum.
- b. Initial discussion was held with the academic staff regarding the PR site visit preparation.
- c. An online student's evaluation form was developed and obtained the approval by the faculty board in February 2021 to evaluate the online teaching/learning process during the past semester.

24. Faculty of Social Sciences and Languages: According to the proposed activity plan for the said time period faculty quality Assurance cell has taken the following steps to conduct the two workshops.

- a. Online webinar for First year students on how to use library effectively in their knowledge acquisition
- b. A physical three hour training program for non-academic staff of the Faculty on IT skills needed for their day-to-day work

25. Faculty of Applied Sciences:

- a. Progress review meeting (online) on Program Review – it was held on 15th January 2021 for the members of SER writing team.
- b. Second Progress review meeting on Program Review – it was held on 1st April 2021 for the members of SER writing team.

Report presented by,



Director / Centre for Quality Assurance

Sabaragamuwa University of Sri Lanka

10.04.2021

Activities reported by the Faculty of Management studies

S/ N	Activity	Progress made during 01/01/2021 to 31/03/2021
1	Continuation of ISO 9001:2015 Quality Management System Certification Process in the faculty [Documentation, Implementation and Verification]	<ul style="list-style-type: none"> - Conducted 04 sessions with the resource person in online mode (via Zoom) preparatory activities of establishing the QMS <i>Resource Person: Mr. Ajith Prasanna - Head of Certification, Laughs Holdings Limited</i> - Drafted the budget for the finance committee for purchasing of the following standards. <i>SLS ISO 19011, SLS ISO 14001, SLS ISO 14064 Part 1, SLS ISO 50001</i> - Drafted the process map of FMS identifying key processes and connections between the processes (Version 01) and circulated for comments
2	Initiating and setting up Occupational Health and Safety Management Systems ISO 45001:2018 in the faculty [Developing an Emergency Management Team in FMS, Providing trainings and certifications for selected group of students on First aid and Safety]	<ul style="list-style-type: none"> - Desk review and Initial documentation to implement the 45001:2018 Occupational Health and Safety Management Systems. - Hazard Identification Survey preparation
3	Continuation of innovation analysis to optimize the process architecture of FMS and Implementation of activities identified through Process Innovation Analysis	<ul style="list-style-type: none"> - Identified the existing processes in the Faculty of Management Studies (Understood the baseline) - Done the cross-checking with the process maps connection sheet and identified the missing processes and defects of the existing processes

4	Initiation of implementation of ISO 21001 - Management Systems for Educational Institutes	Activities were planned from the next quarter due to the closure of the university (Due to Covid-19 pandemic).
5	Student Mini projects encouraging Student-Centred Learning (SCL) to improve the quality objectives of FMS	<p>The FMS staff was informed about the call for mini-project proposals via emails and a physical awareness workshop held on 04th March at the FMS. Initially, it was planned to receive the proposals during the first half of the year and to review and implement the selected ones in the second half of the year. Nevertheless, the committee did not receive any proposal by the date.</p> <p>Due to the COVID-19 situation, the university is closed for the students, and all the academic activities are going online. Hence it is somewhat limited in organizing OBE projects during this period. However, FQAC decided to plan the projects for the second half of the year when the next semester commenced.</p>
6	Training related to system implementation on quality improvements in the FMS	FMS staff was informed about the requests to be made relevant to trainings in a physical awareness workshop held on 04 th March at the FMS.
7	Faculty – Industry collaborative projects on Outcome Based Education (OBE) to improve the quality of teaching and learning	FMS staff was informed about the requests to be made relevant to OBE projects in a physical awareness workshop held on 04 th March at the FMS and asked them to send a proposal to FQAC.