Quality Assurance activities for the period of Second quarter (From April to June 2021) –Centre for Quality Assurance, Sabaragamuwa University of Sri Lanka

1. Establishment of Curriculum and Evaluation Committee of the University - A memo was submitted to the 250th Senate held on April 2021 for the establishment of Curriculum and Evaluation Committee of the University (21:250:80) and it was approved. This was confirmed at the 251st Senate held on May 2021.

2. Procedural guidelines for introducing new degree programs/ module for undergraduates - A memo was submitted to the 250th Senate held on April 2021 on Procedural guidelines for introducing new degree programs/ module for undergraduates - SUSL (21:250:81) and was approved, subsequently confirmed at the 251st Senate held on May 2021.

3. Policy on Alternative Assessment of undergraduate program SUSL - A memo was submitted with a policy (Policy on Alternative Assessment of undergraduate program SUSL) developed by the CQA to the 250th Senate held on April 2021 (21:250:82) and was approved, then it was confirmed at the 251st Senate held on May 2021.

4. committee to develop procedural guide/ format for standardizing the quality of study materials - A memo submitted to the 250th Senate held on April 2021 requesting a committee to develop procedural guide/ format for standardizing the quality of study materials (study guide and Manuals) prepared by academics (21:250:83) was approved and confirmed in the subsequent senate held in May 2021.

5. Procedural guidelines for approval of proposals to offer programs leading to award sub degree level qualifications –SUSL has been prepared and submitted to the 28th Senate standing committee on QA (SSC – QA) , SUSL held on April 21st 2021. This was submitted to the 251st Senate held on May 2021 (21:251:47) and it was approved at 252nd Senate held on June 2021.

6. Policy on Human Resource Development –SUSL has been prepared by a group appointed by the Vice Chancellor and this document was submitted to the 28th SSC – QA held on April 21st 2021. This was submitted to the 251st Senate held on May 2021 (21:251:44) and it was approved. This decision was confirmed at the 252nd Senate held on June 2021.

7. Procedural guide for study guide preparation has been developed by a committee appointed by the Vice Chancellor and this document was submitted to the 28th SSC – QA held on April 21st 2021. This was submitted to the 251st Senate held on May 2021 (21:251:45) and it was approved. This decision was confirmed at the 252nd Senate held on June 2021.

8. A committee was suggested by the 28th SSC (held on April 21st 2021) – QA to conduct mock review for two faculties, i.e. Faculty of Applied Sciences and Faculty of Geomatics.

9. Workshop evaluation form was amended and it has been submitted to the 28th SSC – QA held on April 21st 2021. This was submitted to the 251st Senate held on May 2021 (21:251:46) and it was approved. This decision was confirmed at the 252nd Senate held on June 2021.

10. Policy on Information and Communication Technology (ICT) of SUSL - A committee was appointed to prepare a policy on Information and Communication Technology (ICT) of SUSL at the 28th SSC – QA held on April 21st 2021. This was submitted to the 251st Senate held on May 2021 (21:251:49) and the committee composition was approved. This decision was confirmed at the 252nd Senate held on June 2021.

11. Performance Appraisal of SUSL Staff - A committee was appointed to prepare a policy on Performance Appraisal of SUSL Staff at the 28th SSC – QA held on April 21st 2021. This was submitted to the 251st Senate held on May 2021 (21:251:50) and the committee composition was approved at 252nd Senate held on June 2021.

12. It was decided to conduct a workshop on student counselling for the student counsellors of the SUSL at the 28th SSC –QA held on April 21st 2021. This will be held on 6th August 2021.

13. In line with the Commission Circular 04 / 2021, University wide policy document on "Early exit or fall-back option for an existing Undergraduate / Postgraduate programme of study –SUSL" was prepared by CQA and it was submitted to the 29th SSC – QA held on May 19th 2021. This was submitted to the 252nd Senate held on June 2021 (21:252:21).

14. In accordance with the Commission Circular 05 / 2021 on Recognition of prior learning, credit transfer and lateral entry in the context of SLQF 2015 a committee was proposed to prepare a policy document on Prior Learning, Credit Transfer and Lateral Entry - SUSL, at the 29th SSC –QA held on May 19th 2021. This was submitted to the 252nd Senate held on June 2021 (21:252:22) and the committee composition was approved.

15. A committee was proposed and recommended to prepare a policy on "Nomination and Appointment of External / second Examiners – SUSL" at the 29th SSC –QA held on May 19th 2021. This was submitted to the 252nd Senate held on June 2021 (21:252:23) and the committee composition was approved.

16. Policy on "Nomination and Appointment of External / second Examiners – SUSL" has been drafted.

17. A committee was proposed and recommended to prepare a policy on "Career Development for newly recruited staff –SUSL" at the 29th SSC –QA held on May 19th 2021. This was submitted to the 252nd Senate held on June 2021 (21:252:24) and the committee composition was approved.

18. Policy on Career Development for newly recruited staff –SUSL has been drafted and submitted to the 31st SSC QA.

19. According to the decision taken at the at 26th SSC- QA meeting held on 17th February the policy document on Equality / Non – discrimination has been prepared and submitted to the 29th SSC – QA held on May 19th 2021 and it was recommended to submit to the Senate at the 30th SSC –QA held on May 16th 2021. This will be submitted to the Senate to be held on July 2021.

20. A committee has been appointed to prepare the action plan on institution review based on the reviewer's comments. This committee composition was amended with some additional members to the committees by the 252nd Senate held on June 2021 (21:252:25).

21. Three proposals for new study programmes to be started by the Centre for Open and Distance Learning have been submitted to the Director CQA and formalities were checked with the application and recommended for submitting to the Senate. The three programmes viz, Higher Diploma in Physical education and sport coaching, Advanced Certificate in Physical Education and Sport Coaching and Certificate in Traditional Sports and Outdoor Recreation, were designed by the Department of Sport Sciences and Physical Education, Faculty of Applied Sciences, SUSL. These were submitted to the 252nd Senate held on June 2021 (21:252:26).

22. Policy on Information and Communication Technology (ICT) of SUSL, has been prepared and this document was submitted to the 30th SSC – QA held on June 16th 2021.

23. Policy on Electives/ Optional subjects offered for Undergraduate - SUSL, has been prepared and this document was submitted to the 30th SSC – QA held on June 16th 2021.

24. Policy on Quality Assurance – SUSL has been developed and this document was submitted to the 30th SSC – QA held on June 16th 2021

25. Policy on Staff Appraisal **/** Employee Performance Evaluation – SUSL has been formulated and this document was submitted to the 30th SSC – QA held on June 16th 2021.

26. A committee was proposed and recommended to prepare a policy on "Student welfare- SUSL" at the 30th SSC –QA held on June 16th 2021. This suggested committee composition was submitted to the Senate to be held in July 2021.

27. 30th SSC – QA held on June 16th 2021 arrived at a decision to have an agenda item of each faculty Quality Assurance activities at every SSC – QA meeting and also to have Director, Centre for Computer Studies, SUSL for the SSC – QA meeting on invitation.

28. Action Plan - Follow up on Institutional Review: Initially the members were suggested at the 26th SSC- QA meeting held in February 2021. Members of the committee were grouped in to five working groups to cover the ten criteria under review. There was some extra members suggested to the composition of the working groups and several group discussions and meetings were held.

29. Participation to a stakeholder awareness webinar on postgraduate programme review manual organized by QAC, UGC on 08th April 2021. Participants were nominated by the Dean Faculty of Graduate Studies.

30. Faculty of Graduate Studies- SUSL

    I.   Composition of the Quality Assurance Cell of the Faculty of Graduate Studies- SUSL has been decided.

    II.   Participation to the workshop (webinar) on reviewing post graduate review manual, held on 8th April 2021.

    III.   The Dean, Faculty of Graduate Studies, communicated the suggestions to the Quality Assurance Council, University Grants Commission, on reviewing the Programme Review Manual on Post Graduate Studies.

31. Faculty of Agriculture

    I.   A committee was appointed to address the reviewer comments on Self Evaluation Report (SER) held on 2020 and continuing the working on it.

    II.   Several online workshops were conducted in related to the online examination procedures. Some of these were internal discussions with the faculty staff.

    III.   Several Mock Examination sessions were conducted for students and staff members to make familiarize the online examination procedures.

    IV.   Online teacher evaluation mechanism was suggested to implement for the faculty and continuing the preparation process on it.

32. Faculty of Applied Sciences

    I.   Conducted a Progress Review Meeting on Program Review on 01st Apr 2021 with the participation of members of SER writing team.

    II.   Conducted a Progress Review Meeting on Program Review on 05th Apr 2021 with the participation of members of SER writing team.

    III.   Together with the Online/Alternative Assessment Taskforce, contributed to develop the Online/Alternative Assessment Methods/Policies of the Faculty of Applied (FAS). 24 May 2021 with the participation of Members of the Online/Alternative Assessment Taskforce-FAS

    IV.   Together with the Online/Alternative Assessment Taskforce, contributed to develop the Online/Alternative Assessment Methods/Policies of the Faculty of Applied (FAS). 08th June 2021 with the participation of Members of the Online/Alternative Assessment Taskforce-

FAS

33. **Faculty of Geomatics**

   I.   Several online sessions were conducted in related to the online examination procedures. These sessions were internal discussions with the faculty staff.

   II. Few sessions were conducted in related to the faculty curriculum revision. These sessions were internal discussions with the faculty staff.

34. **Faculty of Management Studies**

   i. Continuation of ISO 9001:2015 Quality Management System Certification Process in the faculty [Documentation, Implementation and Verification]

        a. Conducted 02 sessions with the resource person in online mode (via Zoom) preparatory activities of establishing the QMS - *Resource Person: Mr. Ajith Prasanna - Head of Certification, Laughs Holdings Limited*

        b. Established quality objectives for QMS (Data requirements and responsibility sheet for calculating and determining baseline/s) and discussed with the staff members in a separate meeting held on 23rd June 2021

        c. Drafted Master List of Documented Information (MLDI) for QMS

        d. Identified internally and externally originated documents to be collected for QMS (Collection of documents is in progress)

        e. Drafted document control procedure for QMS

        f. Drafted quality policy & manual for QMS

   ii.   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]

        a. Data collection and analysis from the Hazard Identification Survey

        b. Reviewing of the initial documents. Document list: OH&S Policy, OH&S objectives and targets, Legal Assessment, Stakeholder analysis, objective target action plan.

   iii.   Continuation of innovation analysis to optimize the process architecture of FMS and Implementation of activities identified through Process Innovation Analysis

        c. Screened the identified processes, prioritized the list of Procedures of ISO 9001:2015 and started to write the procedures.

    iv.   Initiation of implementation of ISO 21001 - Management Systems for Educational Institutes

        a. Conducted initial discussions with the Resource Person: Mr. Mr Pravinda Pandigamage, Senior Consultant, BSc, MSc, Reading for PhD (Australia), Support Implementers (Pvt) Ltd on implementation activities

    v.   Student Mini projects encouraging Student-Centred Learning (SCL) to improve the quality objectives of FMS

        a. Received one proposal from the Department of Tourism Management

    vi.   Training related to system implementation on quality improvements in the FMS

        a. Received one request for the proposed training of ISO 45001:2018 – Internal Auditor Training at Sri Lanka Standard Institute

35. <u>Faculty of Medicine</u>

    I.   Workshops - To holistically view the curriculum, the by-laws and regulations of the FOM-SUSL via Faculty Curriculum committee. 18 online meetings/discussion have been conducted for all the members of the curriculum committee.

36. <u>Faculty of Social Science and Languages</u>

    I.   Workshop on 'Publishing your research article in Academic Journals' was held on 18th May 2021 for academic staff and the fourth year students.

37. <u>Faculty of Technology</u>

    I.   Awareness workshop for online examination was held on 17th June 2021 for all academic staff, Faculty of Technology.

    II.   Workshop on Knowledge and experience sharing session to conduct online examination was held on 28th June 2021 for all academic staff, Faculty of Technology.

38. <u>Centre for Open and Distance Learning (CODL) – SUSL</u>

    I.   Composition of the Quality Assurance Cell of the Centre for Open and Distance Learning (CODL) – SUSL has been decided.

Report presented by,

Pudeepika

Director / Centre for Quality Assurance
Sabaragamuwa University of Sri Lanka
21.07.2021

SSC –QA Meeting summary from January to June, 2021

No	Member	SSC QA meeting number				
		26th (Feb)	27th (Mar)	28th (Apr)	29th (May)	30th (June)
1	Vice Chancellor - Chairman	√	√	√	√	√
2	Director CQA	√	√	√	√	√
3	Dean Faculty of Graduate Studies	Ab	√	√	√	√
4	Dean Faculty of Agricultural Sciences	√	√	√	√	Ab
5	Dean Faculty of Applied Sciences	√	√	√	√	√
6	Dean Faculty of Geomatics	√	√	Ab	√	Ab
7	Dean Faculty of Management Studies	Ab	√	√	√	√
8	Dean Faculty of Medicine	√	EX	√	EX	√
9	Dean Faculty of Social Sciences and Languages	√	√	√	√	√
10	Dean Faculty of Technology	√	Ab	√	Ab	√
11	Registrar	Ab	√	√	√	√
12	Librarian	√	√	√	√	√
13	Bursar	Ab	√	EX	3	√
14	Director SDC	Ab	Ab	Ab	Ab	√
15	Director CODL	√	√	Ab	√	√
16	Director CCS (on invitation)	NI	NI	NI	NI	NI
17	Coordinator - Faculty of Graduate Studies	NI	NI	NI	NI	NI
18	Coordinator - Faculty of Agricultural Sciences	√	√	EX	√	Ab
19	Coordinator - Faculty of Applied Sciences	EX	√	EX	√	√
20	Coordinator - Faculty of Geomatics	√	√	Ab	Ab	√
21	Coordinator - Faculty of Management Studies	Ab	√	Ab	Ab	Ab
22	Coordinator - Faculty of Medicine	√	√	√	√	√
23	Coordinator - Faculty of Social Sciences & Languages	√	EX	√	Ab	Ab
24	Coordinator - Faculty of Technology	√	√	√	√	√
25	Coordinator - CODL	NI	NI	Ab	Ab	√
26	External Member	√	EX	√	√	EX
27	Secretary (QAC)	√	√	√	√	√

√ - Present

AB –Absent

EX - Excused

NI –Not invited

Summary table of progress reports (quarterly) received at the CQA -2021

No	Faculty QA cells		Q1	Q2	Q3	Q4
1	Faculty of Graduate Studies	FGS				
2	Faculty of Agricultural Sciences	FAGS		√		
3	Faculty of Applied Science	FAPS	√	√		
4	Faculty of Geomatics	FOG	√	√		
5	Faculty of Medicine	FOM	√	√		
6	Faculty of Management Studies	FMS				
7	Faculty of Social Sciences & Languages	FSSL	√	√		
8	Faculty of Technology	FOT	√	√		
9	Centre for Open and Distance Learning	CODL				
9	Centre for Quality Assurance	CQA	√	√		