

QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF FIRST QUARTER (FROM 1st OF JANUARY TO 31st MARCH, 2024) - CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

CENTRE FOR QUALITY ASSURANCE

1. Annual Report on QA activities 2023 prepared by the Director, CQA submitted to the Registrar's Office of SUSL and to the Quality Assurance Council, University Grants Commission.
2. Permission was granted by the 57th SSCQA meeting to collect copies of TORS of University level, Faculty level, Unit level and Central level for keeping in a centralized location and the initial steps have been taken to gather the information.
3. Initial steps have been taken to implement the "Policy on Formulating and Regulating Policies of SUSL" by submitting it to the 57th SSCQA Meeting and circulating the policy to all Deans requesting to make necessary involvement in implementing the policy.
4. Fourth Quarter Progress (1st of October to 31st December, 2023) of QA activities 2023 of SUSL was submitted to the 57th SCCQA meeting held in February 2024 and it was submitted to 283rd Senate and obtained the Senate approval (Senate Memo – 24:283:68).
5. Initiations were taken to conduct the Employee Satisfaction Survey for the year 2023, SUSL and conducted the ESS.
6. Terms of reference (TOR) for the Senate Standing Committee on Quality Assurance (SSCQA), SUSL was developed and submitted to the 57th SSCQA meeting held in February 2024 and the Senate approval (Senate Memo – 24:283:69) was obtained at the 283rd Meeting of the Senate.
7. Strategic Management Plan, CQA 2024-2028 was developed and submitted to the 57th SSCQA meeting held in February 2024 and the Senate approval (Senate Memo – 24:283:70) was obtained at the 283rd Meeting of the Senate.
8. Amended annual meeting calendar of SSCQA meetings to be held in the year 2024 was submitted to the 57th SSCQA meeting and the same was submitted to 283rd Senate and obtained the Senate approval (Senate Memo – 24:283:71).

9. Committees for Institutional Reviews 2024, SUSL have been recommended by the 57th SSCQA meeting held in February 2024.
10. Roadmap for the IR preparedness activities was prepared and submitted to the SSCQA meeting for recommendation.
11. Awareness programmes for conducting the Student satisfaction survey were done for the students of the faculty of Agricultural Sciences (01.01.2024) and Faculty of Technology (04.01.2024)..
12. Initiations were made for the development of Student Progression Policy, SUSL.

FACULTY OF AGRICULTURAL SCIENCES

13. Workshop on Curriculum Development for academic staff was conducted on 13th of March, 2024 with the participation of 25 participants.
14. Meetings of Faculty Quality Assurance Cell - FAGS

Meeting no	Date	No of Participants
Meeting No. 01	08.02.2024	07

FACULTY OF APPLIED SCIENCES

15. Feedback collection and analysis.
16. Submitting the finalized program review action plan to the Senate.
17. 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.
18. Start the 2023/2024 curriculum revision with the Curriculum Development Committee.
19. Meetings of Faculty Quality Assurance Cell – FAPS

Meeting no	Date	No of Participants
	06.03.2024	06

FACULTY OF GEOMATICS

20. Faculty Curriculum Revision Meeting – Discussion on Foundation Programme revision was held on 27.02.2024 for all faculty staff with the participation of 18 participants.

FACULTY OF MANAGEMENT STUDIES

21. Implementation of Quality, Environment and Health & Safety Systems to improve the conducive learning environment of the Faculty (FMS):

- Planned for a workshop series to enhance the quality of the assessments process
- Submitted the activity synopsis to faculty board for approvals and to CQA to be forwarded to FC

22. Student mini projects encouraging Student- Centred Learning (SCL) to improve the quality objectives of FMS:

- Conducted Change Management (BM 4142) student mini projects (*No budgets were utilized*)

23. Initiates obtaining the student feedback (lecturer evaluation) and communicated to HoDs for conducting peer evaluations of the departments.

24. Other planned QA activities are ongoing.

25. Discussions were done during the Faculty Board under QA agenda item.

26. Progress of the activities has communicated to the Faculty Board in every month under the FQAC item.

FACULTY OF MEDICINE

27. Workshop for Nursing Staff on Professional Clinical Appointment was conducted on 11.03.2024 for nursing staff at Teaching Hospital, Ratnapura with the participation of 60 participants.

28. Progress review meeting on final year professional training held on 19th March 2024 from 7.30 pm to 10.00 pm at Kethumathee Hotel, New town, Ratnapura with the participation of consultants of Teaching Hospital Ratnapura and academic staff of FOM.

29. Progress review visit from Accreditation Unit of SLMC on 01st April 2024.

30. Meetings of Faculty Quality Assurance Cell - FOM

Meeting no	Date	No of Participants
Meeting No. 01	24.01.2024	15
Meeting No. 02	21.02.2024	12
Meeting No. 03	27.03.2024	10

FACULTY OF TECHNOLOGY

31. Meetings of Faculty Quality Assurance Cell - FOT

Meeting no	Date	No of Participants
Meeting No. 01	11.01.2024	06
Meeting No. 02	14.03.2024	06

LIBRARY QA CELL

32. Policy formation activity - Readers services policy.

33. Library process formation - Readers services.

34. Library authority control protocol formation.

35. Policy for University eRepository.

36. Color tagging of recommended reading books – Agriculture collection.

First quarter reports of FGS, FOC, FSSL , QA cell of CODL were not received.

Report presented by,



Director / Centre for Quality Assurance /SUSL

25.07.2024