

QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF FIRST QUARTER (FROM 1ST OF JANUARY TO 31ST MARCH, 2023) -CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

Center for Quality Assurance

1. Annual Employee Satisfaction Survey, 2022 was successfully completed during the period of January 2023 to March 2023. The overall response rate for the survey questionnaire was 39.8% (321/806) and data gathered were compiled to a report and communicated to the SSCQA.
2. The fourth quarter progress and the annual progress were reported to the Quality Assurance Council, UGC by the Director, CQA, SUSL.
3. The feedback report on the workshop on “Developing Internal Quality Monitoring System and Formulating a Policy Framework for CODL, SUSL” for the QA cell members of the CODL was submitted to the 48th SSCQA meeting.
4. The progress of document collection for the policy repository was tabled at the 48th SSCQA meeting and formally informed all faculties/centers/sections to verify the list of policies/procedures/guidelines/by-laws/processes and internal circulars sent.
5. Approval for the annual plan and the budget for 2023 was communicated to the QA cells for the commencement of activities.
6. A committee has been appointed for the development of the Policy and Mechanism in Promoting Innovative Pedagogy, SUSL. Initial discussions were carried out and the draft version (first draft) of the document was prepared.
7. The committees to perform an internal quality monitoring of SUSL in 2023 was suggested to the 48th SSCQA meeting and initial arrangements were made.
8. A committee chaired by Dr. Rasika Priyankara is working on designing a mechanism to develop the climate survey, SUSL and the rough draft which is under the discussion was tabled at the 48th SSCQA meeting for suggestions.
9. Annual Performance Review of CQA activities – 2022 was done and the report was tabled to the 49th SSCQA meeting.

10. The Sinhala translation of the exit interview questionnaire was done and it was submitted for the recommendation of the SSC-QA (49th SSCQA meeting).
11. Initial arrangements for introducing the Paper Marking Gateway and the Student Feedback Gateway were made.
12. The draft version of the Electronic Waste Policy, SUSL was developed.
13. Exit Interviews for the employees who left the University during the year 2022 was initiated. Hard copies of the questionnaire and the Google forms were shared among the ex-employees who left the university during the year 2022.
14. Proposal for the Advance Certificate Course of Inclusive Service Delivery for Sustainable Peace was submitted to the 271st Senate (Senate Memo 23:271:72) held in January 2023 and the Senate approval was obtained.
15. Council approval was obtained for the English translation of Student Satisfaction Survey (Council memo: 23:292:94) held in January, 2023.
16. Council approval was obtained for the committee for developing “Landscape Policy, SUSL” (Council Memo: 23:292:94) held in January, 2023 and the initial arrangements were made to start the activity.
17. Council approval was obtained for the “Policy and Procedures on Occupational Health and Safety, SUSL” (Council Memo:23:292:94) held in January, 2023.
18. Policy /Procedural Guide on Student Counseling, SUSL was submitted to 271st Senate (Senate Memo: 23:271:70) held in January, 2023 and it was approved.
19. Procedural Guideline for Preventing /Curbing Ragging, SUSL was submitted to 271st Senate (Senate Memo: 23:271:71) held in January, 2023 and it was approved.

Faculty of Applied Sciences

20. Workshops on Lab Management and Personality Development for Lab Staff (Technical Officers and Lab Attendants) were done on 04.01.2023 and 05.01.2023.

21. Awareness session on the Action Plan preparation for addressing Program Review comments and recommendations was conducted on 17.01.2023 by targeting the academic staff members.
22. Initiation of the report preparation for Teacher Evaluation and Laboratory Evaluation (2020-2022).

Library Quality Assurance Cell

23. Ensuring the effective use of library resources and services: The Green library project
24. Policy and procedure formation: initiatives were taken to draft the Reader Service Policy
25. Continuous monitoring staff performance of the library: performance record book
26. Amendments to the Composition of the QACell of the library
27. Official letterhead for the QACell of the library were accepted by the SSCQA
28. The abbreviation for the "Library Quality Assurance Cell" were confirmed: LQAC
29. Library collection regulation: initiated to regulate according the recommended readings
30. 05th Human Library event 24.01.2023
31. Book donation, counselling session by SUSL for Kularathna Ophanage at Godakawela
12.03.2023
32. Library Orientation (Physical) for the undergraduates of Faculty of Geomatics and Applied Sciences
33. Meetings of Library Quality Assurance Cell

| Meeting no | Date | No of participants |
|------------|------------|--------------------|
| 05 | 11.01.2023 | 09 |

Faculty of Graduate Studies

34. Workshop on critical thinking was done by targeting the research higher degree candidates and this was done on 2023.02.12.

35. Workshop on literature review was done on 2023.02.25 and the target audience was research higher degree candidates.

36. Workshop on research ethics was done for the research higher degree candidates and this was conducted on 2022.02.26.

37. Workshop on qualitative research was done on 2022.03.04 by targeting the research higher degree candidates.

Faculty of Social Sciences and Languages

- No activities

Faculty of Geomatics

- No activities

Reports from other QA cells were not received (FAGS, FOM, FMS, FOT, CODL)



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