QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF SECOND QUARTER (FROM 1st OF APRIL TO 30th JUNE, 2023) -CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

<u>CENTRE FOR QUALITY ASSURANCE</u>

1. Sinhala translation of the exit interview questionnaire was done and the senate approval was obtained (Senate memo: 23:273:102) held in May, 2023.

2. The draft version of the Policy on Use of Innovative Pedagogies - SUSL developed by a committee appointed by the Senate and it was submitted to the 50th SSCQA meeting. It was recommended by the 51st SSCQA for the submission to 275th Senate and for subsequent submission to the Council.

3. The report on "Annual Employee Satisfaction Survey, 2022" was compiled and circulated for the SSCQA recommendations. It was handed over to the Vice Chancellor, SUSL.

4. The "Mentoring Guide" for the Existing Mentoring Policy, SUSL was developed and incorporated with the amendments suggested by the members of the 274th Senate held in June and it was recommended for submission to 275th Senate and for subsequent submission to the Council.

5. The Electronic Waste Management Policy, SUSL was developed and submitted to the recommendation of the SSC-QA. It was submitted to the 274th Senate held in June after incorporating the amendments.

6. Exit interview with the employees who left during the year 2022 was done and submitted a brief report on the exit interview conducted to the 50th SSCQ meeting held in May.

7. Senate approval was obtained for the committee to prepare the "Policy on Community Engagement and Outreach Activities" (Senate Memo- 23:273:103) held in May, 2023. Draft document has been developed.

8. Senate approval was obtained for the committee to prepare the "Data Management Policy, SUSL" (Senate Memo- 23:273:104) held in May, 2023. Initial meetings were held for the development of this policy.

9. First Quarter Progress (1ST of January to 31st March, 2023) of CQA Activities of SUSL was submitted to the 50th SCCQA meeting held in May and it was submitted to 274th Senate to obtain the Senate approval and for subsequent submission to the Council.

10. Developing a performance indicator and incorporating that into the annual increment procedure was suggested by Director/CQA and this matter was also forwarded to the Senior Management Committee.

11. Revised Institutional Review Manual has been circulated among all the SSC-QA members of SUSL by the CQA, SUSL for the information and for necessary arrangements.

12. The Director, CQA served as one of the Resource persons to make the staff members of the Library to make aware on the "Quality Assurance, SUSL" which was organized by the Library Quality Assurance Cell.

13. New QA coordinators were appointed for the QA Cells of Faculty of Agricultural Sciences, Faculty of Medicine, Faculty of Computing, Faculty of Geomatics and Faculty of Applied Sciences. An awareness session was held with the newly appointed coordinators of Faculty of Computing to make them familiar with the activities related to the quality assurance by the Director, CQA in the month of June.

14. Policy on Aligning with National Policies- SUSL was developed submitted to the 50th and 51st SCCQA meetings held in May and June and it was recommended for submission to 275th Senate and for subsequent submission to the Council.

15. Policy on Internationalization- SUSL was developed and submitted to the 50th and 51st SCCQA meetings held in May and June and it was recommended for submission to 275th Senate and for subsequent submission to the Council.

16. The organogram of CQA has been amended including the new faculty, Faculty of Computing. The amended organogram was submitted to the SSCQA and it was recommended to submit to the 274th Senate held in May, 2023.

17. The ex-chairman, Mr. K.A.R.S. Jayakodi of the committee to prepare the "Manual of Financial Procedures /SOPs" was replaced by Mr. W.A.M.P. Senadheera and it was submitted to the 274 th Senate held in May and for subsequent submission to the Council.

18. The SSC-QA decided to establish 'Outreach Unit-SUSL" as a sub-unit of the Center for Quality Assurance as per the guidance given by the Vice Chancellor. Coordinator for the outreach unit has been appointed and the initial discussions were done.

19. A workshop on "Innovative Pedagogies and Academic literacy" was successfully done on 22nd June at the SDC auditorium. All the Deans, Heads of the Departments and some nominated members of the Department of English Language Teaching were participated for the workshop.

20. A committee has been recommended by the SSCQA for developing the Management Guide for SUSL and it was approved at the 275t^h Senate.

21. Appointment of the committee for preparing the Student Charter, SUSL and it was recommended for submission to 275th Senate and for subsequent submission to the Council.

22. Appointment of the committee for formulating the Waste Management Policy, SUSL and it was recommended for submission to 275th Senate and for subsequent submission to the Council.

23. The committee to develop the Strategic Management Plan, CQA, SUSL 2024-2029 was appointed and it was submitted to the 274th Senate held in May.

QA CELL - FACULTY OF GRADUATE STUDIES

24. A session on "Quantitative research designs" was done on 2023.04.23 for MPhil/PhD Candidates (Number of participants were 21).

25. A session on "Managing and analyzing quantitative data" was done on 2023.04.29 MPhil/PhD Candidates 2022 intake (Number of participants were 14)

26. A session on "Qualitative research designs" was done on 2023.05.21 for MPhil/PhD Candidates (Number of participants were 18).

27. A session on "Mixed-methods" was done on 2023.06.04 for MPhil/PhD Candidates (Number of participants were 15).

QA CELL - FACULTY OF APPLIED SCIENCES

28. Preparation of PR Action Plan

29. Submit the PR Action Plan to Faculty Board

30. Addressing the comments given by Faculty Board to the PR Action Plan

31. Appointing New Members to the FQAC

32. Gather the information about existing policies, SOPs, guidelines, and TORs

33. Initiation of Feedback collection and exam gateway protocol in the faculty

34. Meetings of Faculty Quality Assurance Cell on 22.06.2023 with the participation of 7 members.

QA CELL - FACULTY OF GEOMATICS

35. Several discussions were held regarding the programme Review Preparation and curriculum revision of the Faculty.

36. Session on "Introduction to RICS, APC and Professional Ethics" was done on 06/04/2023 for Year I –Year IV (FoG-SUSL) Year I –Year IV (FBE-KDU) and Alumni (there were 283 online participants).

QA CELL - FACULTY OF MANAGEMENT STUDIES

37. Initiating and setting up Environmental Management System (EMS) ISO 14001:2015
38. The environmental objectives are updated and finalized (paper, energy in terms of electricity and diesel, water consumption and wastage)
39. Prepared the competency development and training schedule according to the identified requirements
40. Prepared the draft of agenda of the awareness session
41. Student Mini projects encouraging Student-Centred Learning (SCL) to improve the quality objectives of FMS

Conducted student mini projects under the subjects of Project Management (EBM 4132), Operations Management (BM 3123), Indigenous Management (BM 3152), and Change Management (BM 4142)

42. Faculty – Industry collaborative projects on Outcome Based Education (OBE) to improve the quality of teaching and learning

    Conducted two industry collaborative projects by BSc EcoBusiness Management Degree program.

    - Energy Audit in collaboration with National Cleaner Production Centre [NCPC]
    - Cleaner Production Assessments for JJ Mills Lanka Pvt Ltd.

43. Completed obtaining student feedback (lecturer evaluation) process
44. Progress of the activities has communicated to the Faculty Board in every month under the FQAC agenda Item.

QA CELL - FACULTY OF MEDICINE

45. Workshop on Curriculum Integration" was conducted for academic staff of FOM on 17th & 18th June2023 with the participation of 22 academics.

QA CELL -FACULTY OF TECHNOLOGY

**no workshops or programs were organized during the 2nd quarter due to the examinations

QUALITY ASSURANCE CELL -LIBRARY

46. Revising Library vision, Mission and core values
47. Participated in the innovative pedagogies and academic literacy program

48. drafted the syllabus for the Diploma Information Literacy for independent Life Long Learning (NVQL 5)

49. Created the LQAC webpage: https:/www.sab.ac.lk/lib/iqac

50. Conduct outreach activities for R/kahatapitiya Hapugahakumbura vidyalaya

51. Conduct Green library activities

52. Set arrangements to establish the LQAC office near the library with a space for leisure Reading space

53. Start recording   staff performances

54. Initiated to extending the network facilities at the library periodical section

55. initiated to work on tagging recommended reading books at the Agricultural sciences library

56. Proposals, synopses and memos need to get the permission and financial support was drafted and forwarded during this time period to conduct future activities in upcoming months.

57. Awareness program on Quality assurance for library staff – 01 was held on 23.05.2023 for Library staff, all grades (number of participants were 32).

58. Several QA cell meetings were held as follows, Meeting no 06, 07 and 08 were held on 26.04.2023, 18.05.2023 and 14.06.2023 respectively.

Report presented by,

Director / Centre for Quality Assurance /SUSL

24.07.2023