

**QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF THIRD QUARTER (FROM 1<sup>st</sup> OF JULY TO 30<sup>th</sup> SEPTEMBER, 2023) -CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA**

**CENTRE FOR QUALITY ASSURANCE**

1. CQA organized a workshop on “Quality Assurance; way forward in Quality Enhancement of SUSL Centre for Quality Assurance” an experience sharing programme on 3<sup>rd</sup> of August, 2023 with the 58 participants at the SDC auditorium. All the Deans, Heads of the Departments, Administrative Officers and SSCQA members were invited for the workshop. This workshop was conducted by Prof. Ranjith Pallegama, Director, CQA at University of Peradeniya.
2. Director, CQA, participated to the international conference on “Qualification Frameworks & Recognition of Qualifications and Credentials in Higher Education held on 28-29 June 2023 in Colombo.
  - a. **Day 1** - Conference focused on the “Qualification Frameworks” (QF). The proposed South Asian Reference Qualification Framework and QFs of the European region & other participatory countries were discussed.
  - b. **Day 2** - Conference focused on the Recognition of Qualification in Higher Education and Credentials as a complementary process of the QFs.
3. Director, CQA, SUSL contributed as the resource person to address the first year students of Faculty of Computing. This session was on “Quality Assurance, SUSL”, and it was done on 21<sup>st</sup> of July.
4. As informed by the Quality Assurance Council, the application formats for the Application for Approval of (a) New Undergraduate Degree programs (Internal) and (b) Application for Establishment of a New Department within an Established University Faculty/University have been changed. Hence, all the application templates were uploaded in the QAC web site to use the new formats for new submissions.
5. The application process for establishing a new faculty has been updated and New Application for Establishment of Faculties was uploaded in the QAC web for future use.

6. The draft version of the “Community Engagement and Outreach Policy” was developed by a committee appointed by the Council and tabled to the 52<sup>nd</sup> and 53<sup>rd</sup> SSCQ meetings. Then, it was recommended for submission to 277<sup>th</sup> Senate for the approval and for subsequent submission to the Council.
7. Draft Version of “Outdoor Recreation Center Policy, SUSL” was tabled to the 52<sup>nd</sup> SSCQ meeting for the comments and suggestions. CQA hopes to submit this draft policy to the forthcoming Senate after adhering to the received comments and suggestions.
8. The “Outreach Unit, for SUSL” was established as a subsection of the CQA to gather information on outreach activities of SUSL. Ms. Ruwini Basnayake, Faculty of Agricultural Sciences has been appointed as the coordinator for this unit. Both the Director, CQA and the Coordinator Outreach Unit, SUSL had the first meeting to discuss the way of initiating the activities and set of documents have been developed (Operational Brief: Outreach Unit, SUSL & Terms of Reference (TOR) Outreach Unit- CQA, SUSL - Coordinator, Outreach Unit/ Faculty/Unit/ Centre Coordinator).
9. Second Quarter Progress Report of QA Activities of CQA and QA Cells (1<sup>st</sup> of April to 30<sup>th</sup> June) was tabled to the 52<sup>nd</sup> SCCQA meeting held in July, 2023 and it was submitted to the 276<sup>th</sup> Senate and the approval was obtained (Senate Memo: 23:276:94) and for subsequent submission to the Council.
10. Workshop Feedback Report on Innovative Pedagogies and Language Literacy was tabled to the 52<sup>nd</sup> SCCQA meeting held in July, 2023.
11. Appointments of the new faculty quality assurance cell coordinators for the Faculty of Agricultural Sciences (Dr. W.M.A.U.K.M. Wijesekara) and Faculty of Applied Sciences (Dr. D.N.S. Wanniarachchi) were approved at the 299<sup>th</sup> Council held on 28.08.2023 (Council Memo – 23:299:95). Further, Dr. G.S.N. Perera has been recommended by the 38<sup>th</sup> Board of Graduate studies as the new Faculty QA Cell Coordinator of the Faculty of Graduate Studies.
12. Draft document of “Data Management Policy, SUSL” was tabled at the 53<sup>rd</sup> SSCQA meeting held in August, 2023 and committee recommended it for the submission to the 277<sup>th</sup> Senate and it was submitted for the approval.

13. Workshop Feedback Report on “Quality Assurance; Way Forward in Quality Enhancement of SUSL” was tabled at the 53<sup>rd</sup> SSCQA meeting held in August, 2023 for the information of the members.
14. Dr. Upali Mampitya has retired and he informed that inability to participate officially as the advisor to the SSC-QA after serving as the external advisory member to SSCQA, SUSL for more than two years. Hence, Prof. Ranjith Pallegama, Director, CQA, University of Peradeniya has been recommended by the SSCQA to serve as the new external member and council approval has been granted. This appointment has been made and will be participating to the SSCQA meeting as the external advisory member to the SSCQA, SUSL for next three years.
15. CQA has taken the steps to initiate the development of five years Strategic Management Plan (2024-2030) in line with the University Strategic Management Plan. And also the Senate approval (Senate Memo – 23:274:120) and Council approval (Council Memo – 23:298:67) were obtained for the committee to prepare the Strategic Management Plan, CQA (2024-2030) held in June and July, 2023.
16. As per the invitation received from the Faculty of Medicine, the Director, CQA participated in the Programme review of FOM done by the SLMC (Sri Lanka Medical Council) reviewer group. In this discussion quality assurance aspect in strengthening the curriculum was addressed and there were constructive comments from the team for the improvement of the QA system of SUSL.
17. A committee chaired by Dr. Hasintha Wijesekara is working with his team for the development of the waste management policy and procedure for SUSL. In order to proceed with it a waste quantification survey has been conducted by covering the entire university premises from 8.30 am to 5.00 pm on 13.09.2023. The activity site was Non-Pareil Staff quarters premises. And this quantification was successfully done with the contribution of involve 46 students from 17 APN batch of Department of Natural Resources.

18. The workshop on “Curriculum Development and Curriculum Revision” was scheduled to be held on 26<sup>th</sup> September 2023. But due to unfavorable health condition of the resource person Resource person workshop was postponed.
19. The budget and activity plan for the year 2024 of CQA and the QA cells of SUSL were table at the 54<sup>th</sup> SSCQA meeting held in September for the recommendation and for the submission to the Finance Committee, Senate and the Council for subsequent approval.
20. Additional members for the Committee to Develop Process and Policy on Waste Management, SUSL were appointed at the 54<sup>th</sup> SSCQA meeting held in September, 2023 and it was submitted to the 278<sup>th</sup> Senate for the approval.
21. The Senate approval was obtained (Senate Memo – 23:274:116) for the policy on Electronic Waste Management at the 274<sup>th</sup> Senate held in June, 2023 and subsequently obtained the Council approval (Council memo - 23:298:67) held in July, 2023.
22. Approvals for the First Quarter Report of the QA activities of CQA and QA Cells were obtained by the Senate held in June (Senate Memo – 23:274:117) and the Council held in July (Council Memo –23:298:67) in July, 2023.
23. The amended organogram of the CQA incorporating the FOC and the QA cells of the FOC was approved at the 274<sup>th</sup> Senate (Senate Memo -23:274:118) held in June and the 298<sup>th</sup> Council (Council Memo - 23:298:67) held in July, 2023.
24. The Senate approval was obtained (Senate Memo – 23:275:131) for the Policy on Use of Innovative Pedagogies – SUSL at the 275<sup>th</sup> Senate held in July, 2023 and subsequently obtained the Council approval (Council memo – 23:299:102) held in August, 2023.
25. Policy on Internationalization- SUSL was submitted to the 275<sup>th</sup> Senate held in July, 2023 and it was approved (Senate Memo – 23:275:133). Council approval also obtained at the 299<sup>th</sup> Council held in August, 2023. (Council Memo – 23:299:102)
26. Approvals for the committee to develop the Student Charter, SUSL were obtained by the Senate held in July (Senate Memo – 23:275:135) and Council held in August (Council Memo – 23:299:102) in August, 2023.

27. The committee for Developing the Waste Management Policy, SUSL was approved by the Senate (Senate Memo – 23:275:136) held in July, 2023 and the Council (Council Memo – 23:299:102) held in August, 2023.
28. The “Mentoring Guide” for the Existing Mentoring Policy, SUSL was submitted to the 275th Senate and it was approved (Senate Memo – 23:275:137) held in July, 2023 and obtained the Council approval (Council Memo – 23:299:102) held in August, 2023.
29. Awareness programme on Peer evaluation, teacher evaluation and paper marking gateway commenced by the FAGS were done for the faculty coordinators as to share the experience of best practices among other QA cells of the University.

#### **FACULTY OF AGRICULTURAL SCIENCES**

30. Workshop on Lab Management and Good Laboratory Practices for Academic and nonacademic staff was done in September.
31. Workshop on Quality Improvement in Undergraduate Research and Industrial Training for students was done in the month of September.
32. Meetings of Faculty Quality Assurance Cell – FAGS- the meeting was held on 20.09.2023.

#### **FACULTY OF APPLIED SCIENCES**

33. Submit the PR Action Plans to the Quality Assurance Cell and to the Director, CQA for the comments. Comments have been received and that will be incorporated. This has been prepared considering the recommendations made by the programme reviewers. Review site visits were taken place in the year 2022.
34. Submitting activity synopses to the Financial Committee
  - a. Activity\_Synopsis\_workshop on awareness workshop on student grievance handling and gender equity and equality issues\_2023
  - b. Activity\_Synopsis\_workshop on curriculum development-constructive alignment of teaching, learning and assessment\_2023

- c. Activity\_Synopsis\_workshop on effective academic mentoring and student counselling\_2023
  - d. Activity\_Synopsis\_workshop on Innovation management, commercialization of research and IPR\_2023
  - e. Activity\_Synopsis\_Workshop\_IT skills and digital literacy (Non academic staff)\_2023
35. Appointing a committee to produce new policies for the faculty
- a. Committee members
    - i. Professor JMCK Jayawardane (Leader)
    - ii. Department representatives
36. Feedback collection and exam gateway protocol in the faculty
37. Meetings of Faculty Quality Assurance Cell – FAPS

Meeting no	Date	No of participants
	29.8.2023	5

#### **FACULTY OF MANAGEMENT STUDIES**

38. Started obtaining student feedback (lecturer evaluation) process for the Semester (July-October 2023)
39. Monitor Peer Evaluations for the Semester (July-October 2023)
40. Other planned QA activities are ongoing
41. Progress of the activities has communicated to the Faculty Board in every month under the FQAC agenda Item.
42. Meetings of Faculty Quality Assurance Cell – FMS

Meeting no	Date	No of participants
2023/01	17th August 2023	10

## **FACULTY OF MEDICINE**

43. Awareness programmes on Preparation of Self Evaluation Report for SLMC Preliminary Review Visit for Head of the Departments, Assistant registrar, Academic sub wardens, senior treasurers of societies, coordinators of academic programmes were done on 20<sup>th</sup> July and 4<sup>th</sup> September, 2023.

44. Coordination of the preliminary visit of accreditation unit of Sri Lankan Medical Council on 12th and 13th September.

45. Proposed dates for Quality Assurance Meetings (First Wednesday of each month)

a. Meetings of Faculty Quality Assurance Cell – FOM

46. Meeting no	a. Date	47. No of participants
a. 01	48. 10th October 2023	i. 25

49. Agenda for Faculty Quality Assurance cell meetings.

### **Item**

#### **No. Item**

- 01 Refinement of Graduate profile, Refinement/ PLO/ CLO/ILO,
- 02 Development of module outcomes and curriculum map for Integrated curriculum
- 03 Development Teaching Learning Policies and guidelines  
Development of SDL and SCL materials and alignment of SDL/SCL with Graduate profile  
Development of Guidelines for clerkships and professorial training to extended faculty and Monitoring guidelines
- 04 Development of Assessments maps
- 05 Examination regulations refinement
- 06 Strategies to improve Academic staff/student ratio
- 07 Strategies to Improvement of Evaluation and Evaluation analysis process
- 08 Items for strategic management plan
- 09 Workshops

## **FACULTY OF SOCILA SCIENCES AND LANGUAGES**

50. All necessary arrangements for four workshops have been done during the period. Quotations have been called for four workshops and submitted for Finance Committee approval.

## **FACULTY OF TECHNOLOGY**

51. Workshop on “Safety First - Good laboratory practices training program” for all staff of the Faculty of Technology, Sabaragamuwa University of Sri Lanka was done on 17th August 2023.

52. Workshop on “Preparation and maintaining accreditation documents for online repository” for all academic staff of the Faculty of Technology, Sabaragamuwa University of Sri Lanka was done on 22nd August 2023.

53. Meetings of Faculty Quality Assurance Cell – FOT

Meeting no	Date	No of participants
Meeting No. 14	05/07/2023	6
Meeting No. 15	18/08/2023	6

Report presented by,



Director / Centre for Quality Assurance /SUSL

30.10.2023