QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF FOURTH QUARTER (FROM 1st OF OCTOBER TO 31ST DECEMBER, 2024) - CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

CENTRE FOR QUALITY ASSURANCE

1. Director, CQA, SUSL had an awareness meeting with newly appointed QA Cell coordinator, FSSL, on 19.10.2024 to discuss the matters related to QA activities.

2. Director, CQA has participated to the Quality Assurance Cell meetings of FAGS and CODL to discuss the QA related matters.

3. Senate approval was obtained for the committee appointed to develop the employability Report / Tracer Study, SUSL (288th meeting held on 19.11.2024).

4. Senate approval was obtained for the amendments done to the committees appointed to develop the Examination Manual and Management Guide, SUSL (at its 288th meeting held on 19.11.2024).

5. Second Quarter Progress (1st of April to 30th June, 2024) Report of QA Activities of SUSL was prepared and obtained the recommendation of the 60th SSCQA held on 19.11.2024 and it was approved by the 288th Senate held on 19.11.2024.

6. Senate approval was obtained for the Policy on Student Progression, SUSL at the 288th Senate held on 19.11.2024.

7. Senate approval was obtained for the SOP on Student Progression, SUSL at the 288th Senate held on 19.11.2024.

8. Senate approval was obtained for Annual Activity Plan and the Budget of CQA and Quality Assurance Cells for 2025 at the 289th Senate held on 10.12.2024.

9. Committees for Criteria 07 - Postgraduate Studies, Research, Innovation, and Commercialization and Criteria 08 – Distance Education were appointed for forthcoming Institutional Review, SUSL at the 61st SSCQA meeting held on 11.11.2024 and approved by the 289th Senate held on 10.12.2024.

10. Third Quarter Progress (1st of July to 30th September, 2024) of CQA Activities of SUSL was prepared and submitted to the 61st SCCQA meeting held in November 2024 and it was approved by the 289th Senate held on 10.12.2024.

11. A committee has been appointed to develop the Manual of Financial Procedure, SUSL and it was approved by the 289th Senate held on 10.12.2024.

12. University Curriculum Evaluation Committee has been appointed for the development of Student Charter, SUSL and it was approved by the 289th Senate held on 10.12.2024.

13. A committee has been appointed for the development of Student Charter, SUSL and it was approved by the 289th Senate held on 10.12.2024.

14. Annual Meeting Calendar of the Senate Standing Committee on Quality Assurance for 2025 was prepared. It was recommended by the 62nd SSCQA and submitted to the Senate for approval.

15. Draft Employability Report / Tracer Study was developed by the committee appointed and submitted to the 62nd meeting of the Senate Standing Committee on Quality Assurance held in December 2024.

16. TORs of committees of institutional review preparatory tasks and individual responsibilities in IR process was developed and submitted to the 62nd meeting of the Senate Standing Committee on Quality Assurance held in December 2024.

Workshops / Awareness Programmes / Training programmes conducted by CQA

17. Workshop on "Assets Management and Board of Surveys" was conducted for Heads of the Departments and Administrative Officers of SUSL on 02.10.2024. Number of participant was 49.

18. Awareness Workshop on – "Financial Procedures" was conducted for Management Assistants of SUSL on 27.11.2024. Number of participant was 96.

19. Workshop on "Vision for the Journey" – Motivational Workshop was conducted for Work Aides of SUS on 06.12.2024. Number of participant was 74.

20. Workshop on "Academic Life at SUSL" was conducted for newly recruited academic members of SUSL on 16.12.2024. Number of participant was 39.

21. Awareness Workshop for "Institutional Review Preparatory Activities" was conducted for Members of SSCQA and committee members appointed for the IR preparedness activities, SUSL on 18.12.2024. Number of participant was 55.

FACULTY OF GRADUATE STUDIES

22. Workshops / Awareness Programmes / Training programmes conducted by FGS

Date	Topic	Target group	No of participants
30.12.2024	Good Scientific Practice	Postgraduate Research and Taught programs	28

FACULTY OF AGRICULTURAL SCIENCES

23. Workshops / Awareness Programmes / Training programmes conducted by FAGS

Date	Topic	Target Group	No of Participants
05/12/2024	Mentoring newly recruited academic staff – Examination and assessment	Newly recruited academic staff	10
06/12/2024	Relationship Management and effective work life balance	Non academic staff	30
11/12/2024	Curriculum Revision	All academic staff including temporary staff	80
11/12/2024	Creating building blocks to build innovative mindsets	Undergraduate students	32
19/12/2024	Legal framework on university ragging	Undergraduate students	90
01/12/2024	"Taking teacher evaluation via online system an report generation"	Coordinators of three departments	05

24. The teacher evaluation reports have been prepared and submitted to the CQA.

25. Feedback has been collected from the department heads regarding the submitted reports.

26. Meetings of Faculty Quality Assurance Cell – FAGS

Meeting no	Date	No of Participants
3	21.10.2024	10

FACULTY OF APPLIED SCIENCES

27. Workshops / Awareness Programmes / Training programmes conducted by FAPS

Date	Topic	Target group	No of participants
5th December 2024	Workshop on Innovation Management, Commercialization of research and IPR for Students	Students (3rd and 4th year)	34
5th December 2024	Workshop on New Pedagogies for Teaching, Learning and Assessment on Applied Science Curriculum for Academic Staff; Assessment Procedure	Academic Staff	54
11th December 2024	Workshop on Training on Laboratory Equipment Use; High-tech Instrument Laboratory Maintenance for Technical Officers	Technical Officers	11
12th December 2024	Workshop on Effective Student Counselling and Career Guidance for Students	Students (3rd and 4th year)	155
18th December	Workshop on Work Place Ethics	Non-Academic staff	22

28. Student Feedback collection and analysis

29. Student Feedback detailed report preparation

30. Student Feedback summary report preparation and submission to Senate Standing Committee

31. 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. (Sessions conducted Online)

32. Participation in a workshop on institutional review.

FACULTY OF GEOMATICS

33. Workshops / Awareness Programmes / Training programmes conducted by FOG

Date	Topic	Target Group	No of Participants
27.11.2024	Align assessments, learning objectives and instructional strategies for effective teaching and learning	Staff of the Faculty of Geomatics	40
27.11.2024	The importance and Students' role of Quality Assurance	Students of the Faculty of Geomatics	250

FACULTY OF MANAGEMENT STUDIES

34. Completed obtaining student feedback (lecturer evaluation) process for the semester (July – October) and compiled the reports and forwarded to HoDs for Necessary actions.

35. Informed the HoDs to conduct the peer observations for the semester.

36. Meetings of Faculty Quality Assurance Cell – FOM

Meeting no	Date	No of Participants
No meetings were conducted and discussed the matters under the Faculty Board QA agenda item.		

37. Progress of the activities has communicated to the Faculty Board in every month under the FQAC agenda Item.

FACULTY OF MEDICINE

38. Workshops / Awareness Programmes / Training programmes conducted by FOM

Date	Topic	Target Group	No of Participants
09/10/2024	Stake holder meeting	Stake holders of MBBS programme	21
20/10/2024	Progress Review & Workshop on Quality Assurance of MBBS Programme	Academic, Administrative staff and student representatives	22
01/12/2024	Student Feedback on MBBS programme	Academic staff and student representatives	18

39. Meetings of Faculty Quality Assurance Cells – FOM

Meeting no	Date	No of Participants
2024.6	16/09/2024	11
2024.7	01/10/2024	9

FACULTY OF SOCIAL SCIENCES AND LANGUAGES

40. Workshops / Awareness Programmes / Training programmes conducted by FSSL

Date	Topic	Target Group	No of Participants
08th November 2024 (Online)	Workshop on Students' Rights and Obligations at a Higher Education Institute	1st year undergraduate students, Faculty of Social Sciences and Languages	Around 275
06th November 2024	Introduction and Training for the New Digital Lecture Evaluation System – Session	All academic staff members, Faculty of Social Sciences and	31

	02	Languages	
1905th November 2024	Introduction and Training for the New Digital Lecture Evaluation System – Session 01	All academic staff members, Faculty of Social Sciences and Languages	19

41. Lecturer evaluation for the August-December 2024 period was successfully completed using the newly introduced Digital Lecture Evaluation System.

42. The "Monitoring of Action Plan Follow-Up of Programme Review (2017-2024)" document was completed and will be tabled at the next faculty board meeting in January.

43. The final documentation of the lecturer evaluation for the August-December 2024 period was under preparation.

44. Special Curriculum meeting was conducted to discuss the current progress of the curriculum revision on 02nd December 2024.

45. The Online Reservation System for Prof. Dayananda Somasundara Auditorium was successfully launched and was tabled at the faculty board meeting on 26th November 2024.

46. Meetings of Faculty Quality Assurance Cells - FSSL

Meeting no	Date	No of Participants
Special Faculty QA Cell Meeting 03	02nd December 2024	Dean/FSSL and QA Cell Coordinator/FSSL
Special Faculty QA Cell Meeting 04	13th December 2024	Dean/FSSL and QA Cell Coordinator/FSSL

FACULTY OF TECHNOLOGY

47. Meetings of Faculty Quality Assurance Cells - FSSL

Meeting no	Date	No of Participants
19	20.11.2024	07

48. Workshop on Engine Operations & Arduino electronics was conducted for undergraduate students on 01/10/2024. Participants' number was 80.

49. Workshop on Innovation and Product Development was conducted for undergraduate students on 04/10/2024. Participants' number was 63.

50. Workshop on Startup idea Generation and Validation was conducted for undergraduate students on 11/10/2024. Participants' number was 95.

51. Workshop on Learn to Learn, Gender Equity and Leadership Development was conducted for undergraduate students on 14/10/2024. Participants' number was 135.

52. Workshop on Mentoring and Career was conducted for undergraduate students on 14/10/2024. Participants' number was 100.

FACULTY OF CMPUTING

53. Development of the Follow Up Action Plan for the Programme Review of BSc Honours in Computing and Information Systems.

54. Lecturer Evaluations/ Peer Evaluations was conducted for BScHons in Computing and Information Systems, BScHons in Information Systems, BScHons in Software Engineering and BScHons in Data Science.

55. Meeting of QA cells

Meeting no	Date	No of Participants
2024.04	21.11.2024	10
2024.05	12.12.2024	11

LIBRARY QA CELL

56. Workshops / Awareness Programmes / Training programmes conducted by Library

Date	Topic	Target Group	No of Participants
09.11.2024	Hands on training program on "D-Space" for library staff, SUSL	Library Staff SUSL	07
23.10.2024	7th Human Library Event	Open for all	900+

57. Drafted library authority control manual.

CENTRE FOR OPEN AND DISTANCE LEARNING

58. Meetings of Faculty Quality Assurance Cells - CODL

Meeting no	Date	No of Participants
02	05.11.2024	28

Report presented by,

Director / Centre for Quality Assurance /SUSL

15.012025