

QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF FOURTH QUARTER (FROM 1ST OF OCTOBER TO 31ST DECEMBER, 2023) -CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

CENTRE FOR QUALITY ASSURANCE

1. Annual meeting calendar of SSCQA meetings to be held in the year 2024 was submitted to the 55th SSCQA meeting and the Senate approval (Senate Memo – 23:279:142) was obtained at the 279th Meeting of the Senate.
2. Third Quarter Progress (1st of July to 30th September, 2023) of CQA Activities of SUSL was submitted to the 55th SCCQA meeting held in October and it was submitted to 279th Senate and obtained the approval (Senate Memo – 23:279:143).
3. Proposal for the Quality Day, SUSL, 2024 was prepared by the chairman of the committee of Quality Day, SUSL and submitted to the 55th and 56th SCCQA meetings and it was recommended for submission to 280th Senate and for subsequent submission to the Council.
4. Terms of reference (TOR) for the external advisory member, senate standing committee on quality assurance, SUSL was submitted to the 55th and the Senate approval (Senate Memo – 23:279:144) was obtained at the 279th Meeting of the Senate.
5. Annual Meeting Schedule of QA Cells to be held in 2024 was submitted to the 55th SSCQA meeting held on October.
6. Reports on student feedback from the Faculty of Technology (for the year 2022) and Faculty of Management Studies (for the period of December 2022 – May 2023) were gathered.
7. Senate approval was obtained for the committee to prepare the “Policy on Student Progression, SUSL” (Senate Memo- 23:279:145) held in November, 2023.
8. Council approval was obtained for the Community Engagement and Outreach Policy, SUSL at its 301st Council held on October. (Council Memo – 23:301:80)
9. Data Management Policy, SUSL has been approved by the 278th Senate (Senate Memo - 23:278:50) and recommended the same for approval of the Council.
10. Senate approval was obtained for Annual Activity Plan and the Budget for 2024 by the 278th Senate held on October. (Senate Memo - 23:278:51)

11. Additional members for the Committee to develop the Process and Policy on Waste Management, SUSL were submitted to the 278th Senate and the appointments were approved. (Senate Memo - 23:278:52)
12. Initial work and discussion among the members of the committee to for the waste management have been done for the development of a process and policy on waste management, SUSL.
13. Committees and the committee chairs have been recommended by the 56th SSCQA meeting held on December in order to make initial arrangements for the next Institutional Review and also to review the current situation on different quality aspects and can make necessary arrangements for lagging areas for improvements. Further these were recommended to submit to the 280th Senate and for subsequent submission to the Council.
14. Initial decisions have been taken to gather the information on SOPs used, developed in different faculties, divisions and sections of the university to maintain such details at a central location of the University.
15. Initial decisions have been taken to conduct the Student Satisfaction survey for the year 2023, immediately.

FACULTY OF AGRICULTURAL SCIENCES

16. Workshop on Lab Management and Good Laboratory Practices for academic and nonacademic staff was done on 08th of November, 2023.
17. Workshop on Leadership and Interpersonal Communication Skills Development for Year II students specialized in Agribusiness Management was done on 15th of November, 2023.
18. Workshop on Legal Framework on University Ragging for Undergraduate students (Year I Semester I and Year II Semester I) was done on 17th of November, 2023.
19. Workshop on Quality Improvement in Undergraduate Research and Industrial Training for under graduate students was done on 19th of November, 2023.
20. Workshop on Research Proposal Preparation and Awareness of International and Local Funding was done for academic and academic supportive staff on 29th of November, 2023.

FACULTY OF APPLIED SCIENCES

21. Workshop on Innovation Management, Commercialization of Research and IPR_2023 was done on 12th December, 2023 for 3rd and 4th year students.
22. Awareness workshop on Student Grievance Handling and Gender Equity and Equality Issues for 2020/2021 batch was done on 12th December, 2023.
23. Workshop on Effective Academic Mentoring and Student Counseling was done by targeting the academic staff on 14th December, 2023.
24. Meetings of Faculty Quality Assurance Cell – FAPS

Meeting no	Date	No of participants
2023/05	21/11/2023	06

25. Other QA activities:
Feedback collection and analysis

FACULTY OF GEOMATICS

26. Meetings of Faculty Quality Assurance Cell – FOG

Meeting no	Date	No of participants
	30.10.2023	5
	28.11.2023	12

27. Other QA activities:
Several discussions were held regarding the faculty Programme Review and the faculty Curriculum Revision with all the staff.

FACULTY OF MANAGEMENT STUDIES

28. Conducted lecturer evaluation (Obtaining student feedback) process for the Semester (July - October 2023)
29. Monitor Peer Evaluations for the Semester (July-October 2023)
Other planned QA activities are ongoing

FACULTY OF MEDICINE

30. Workshop has been conducted on “Teaching in Professorial Appointments” for Consultants at the hospital and the academics in the clinical departments who are teaching in professorial appointments on 12th December with the participation of 30 participants.

FACULTY OF SOCILA SCIENCES AND LANGUAGES

31. Workshop on Writing the Literature Review for Year IV Students was done on 21st of November, 2023.
32. Workshop on Scientific Document Formatting for Year IV Students was done on 28th of November, 2023.
33. Meetings of Faculty Quality Assurance Cell – FSSL

Meeting no	Date	No of participants
Meeting No. 02	18.10.2023	Chair, QA Cell Coordinator, HODs and other QA Cell members of the FSSL

FACULTY OF TECHNOLOGY

34. Workshop on “Crafting your research path” was done on 22nd of August, 2023, for the final year students and academic staff of the faculty.
35. Workshop on "Effective way of writing impactful research paper" for the final year students and academic staff of the faculty was done on 10th of November, 2023.
36. Meetings of Faculty Quality Assurance Cell – FOT

Meeting no	Date	No of participants
Meeting No. 16	04/10/2023	06
Meeting No. 17	14/12/2023	06

Report presented by,



Director / Centre for Quality Assurance /SUSL

20.01.2024