

Quality Assurance activities for the period of fourth quarter (From October to end of December 2021) –Centre for Quality Assurance, Sabaragamuwa University of Sri Lanka

1. New degree programme i.e. Bachelor of Arts Honours in Teaching English as a Second Language (Reference No CQA SUSL/ UG/ 02/2021) was received for the recommendation of CQA. Following checking the compliance with UGC, QAC guideline it was submitted to the 256th Senate (21:256:56) held in October 2021.
2. Policy document on “Career Development for Newly Recruited Staff -SUSL” has been approved at the 256th Senate held on 12th October (Senate memo No: 21:256:57).
3. Policy on “Information and Communication Technology (ICT) - SUSL” has been approved at the 256th Senate held on 12th October for approval (Senate memo No: 21:256:58)
4. Action plan – follow-up on Institutional Review 2019, has been approved at the 256th Senate held on 12th October for approval (Senate memo No: 21:256:60). Following the Council approval it has been submitted to the Quality Assurance Council, UGC by 30th October, meeting the set deadline by UGC.
5. University Curriculum Evaluation Committee has been established with nine members representing all the faculties of SUSL and this committee was approved at the 256th Senate held in October 2021 (21:256:61).
6. Organogram of CQA submitted was approved at the 256th Senate held in October 2021 (21:256:62).
7. Activities planned by faculty Quality Assurance Cells and the Centre for Quality Assurance Centre for the year 2022 together with the budget is presented at the 34th SSC QA held in October 2021 for recommendation. This has been submitted to the 257th Senate held in November 2021 (21:257:76) and approved.
8. Suggestive Annual meeting calendar for SSC QA meetings to be held in 2022 is tabled at the 34th SSC QA held in October 2021 for recommendation. This has been submitted to the 257th Senate held in November 2021 (21:257:80) and approved.
9. Lecturer Evaluation and Student Satisfaction Survey of Center for Open and Distance Learning was tabled at the 34th SSC QA held in October 2021. This has been submitted to the 257th Senate held in November 2021 (21:257:79) and approved.
10. At the 257th Senate held in November 2021, a committee has been appointed for organizing a Quality Day –Sabaragamuwa University of Sri Lanka (21:257:78).
11. The document on “Policy and SOP for Grievances Redressal - SUSL” has been to the 35th

SSC QA held in November, 2021. This was comprised with two policies (Internal Student Grievance Redressal Policy – SUSL, Staff Grievance Redressal Policy – SUSL) and two SOPs (Standard Operating Procedure for Internal Student Grievance Redressal, Standard Operating Procedure for Staff Grievance Redressal). This has been submitted to the 258th Senate held in December 2021 (21:258:90) and approved.

12. Workshop on “Curriculum Development in line with SLQF” was held on 28th October 2021 with the participation of 118 academic members of SUSL. Dr. Upali Mampitiya, Advisory member of the Standing Committee, Quality Assurance Council, University Grants Commission was the resource person for the workshop.
13. Policy naming / labeling under the different categories was decided at the 35th SSC QA held in November, 2021.
14. A committee for designing the annual student satisfaction survey has been suggested at the 35th SSC QA held in November, 2021. It (committee) has been submitted to the 258th Senate held in December 2021 (21:258:89) and approved.
15. A committee has been suggested at the 35th SSC QA held in November, 2021 for designing a mechanism for expanding the counselling service at SUSL. This committee has been approved at the 258th Senate held in December 2021 (21:258:91) and approved.
16. A new external degree programme; Bachelor of Information Technology (Reference Number CQA SUSL/ Ext/ 01/2021) has been submitted to the University Curriculum Evaluation Committee (UCEC) and subsequently it was submitted to the 258th Senate held in December 2021 (21:258:88) and approved.
17. Progress of the QA activities of SUSL was presented at QAC, UGC on 10th December by the Director, CQA, SUSL.
18. Weeding policy for the library” was presented to the 36th SSC QA held in December 2021. It was submitted to the Library Committee held in January 2022 for the comments.
19. It was decided to establish a Quality Assurance Cells to the Library, SUSL and the composition was suggested at the 36th SSC QA held in December 2021.
20. first draft of University Graduate profile received from Mr Janitha Liyanage, Chairman of the Committee has been tabled at 35th SSC QA held in November 2021. This has been taken at the 36th SSC QA as well in 22nd December 2021 and with amendments it was decided to submit to the Senate. This has been tabled at the 259th Senate held in January 2022 (22:259:83).
21. A committee for designing the annual Employee satisfaction survey has been suggested at the 36th SSC QA held in December, 2021. It (committee) has been submitted to the

259th Senate held in January 2021 (21:259:84) and approved.

22. Two proposals for new external programmes (Advanced Certificate in Gemmology and Diploma in Gemology) were received from CODL and they were tabled at the 36th SSC QA meeting held in December 2021 as a supplementary memo and it has been recommended by the committee. Subsequently it has been submitted to the University Curriculum Evaluation committee and comments were communicated with the proponent. Amended proposals were submitted to the 259th Senate held in January 2022 (22:259:80).
23. Proposal for early exit – External Degree Programme, Bachelor of Information Technology (BIT) has been submitted to the 36th SSC QA and it was gone through the University Curriculum Evaluation committee and comments were communicated with the proponent. Amended proposals were submitted to the 259th Senate held in January 2022 (22:259:81).
24. Participation to the Strategic Management Planning meeting on invitation.

FACULTY OF AGRICULTURE

25. Workshops on Development of Students Soft Skills, Personality and Extracurricular activities.
26. Online student evaluation has been completed for the second semester of the faculty. And the report is being preparing.
27. A Committee was appointed for formulation of Fall- Back option to the academic program. After having Initial discussions, an interim report was prepared and submitted to faculty board.
28. A Committee was appointed for addressing students' welfare matters and activities are progressing.
29. SER action plan which addresses the recommendations raised in the program review done in 2020 was completed and submitted to the UGC Quality Assurance Council.

FACULTY OF APPLIED SCIENCES

30. Workshop on Building Positive Thinking for Non-academic staff (12/11/2021).
31. Curriculum Revision Final Workshop Academic staff (17/11/2021).
32. Workshop on Productivity Development and 5s Introduction Non-academic staff

(26/11/2021).

33. Audit visit for checking the productivity of Each division Non-academic staff (09/12/2021).
34. Lab Management and Good Laboratory Practices Laboratory staff (14/12/2021)
35. Lab Management and Good Laboratory Practices Laboratory staff (15/12/2021)
36. Workshop on Leadership 3 Year II Semester Students (28/12/2021)
37. Workshop on Statistical Software (SPSS) for Academic Staff Academic staff (29/12/2021)
38. Workshop on Statistical Software (SPSS) for Academic Staff Academic staff (30/12/2021)
39. Program Review Progress Meeting (05/11/2021)
40. Curriculum Meeting (16/11/2021)
41. Program Review Progress Meeting (19/11/2021)
42. Program Review Progress Meeting (03/12/2021)
43. Program Review Progress Meeting (17/12/2021)
44. Meeting of QA cell (17.12.2021)
45. Other remarks:
 - a. Finalized the Practical Compendia of each of the Departments of FAPS
 - b. Reviewed Course Synopsis of each Departments of FAPS
 - c. Reviewed Curriculum Revision Documents (CRDs) of each Departments of FAPS
 - d. Reviewed Diploma in Gemmology and Advanced certificate in Gemmology of FAPS
 - e. Attended the Final Discussion on Assuring Quality of Degree Programs Conducted by AHEAD Project- FAPS

FACULTY OF GEOMATICS

46. Several sessions were conducted in related to the faculty programme review-site visit preparation. These sessions were internal discussions with the faculty staff.

FACULTY OF MANAGEMENT STUDIES

47. Awareness on Workload and work norm of academic staff members
48. Continuation of ISO 9001:2015 Quality Management System Certification Process in the faculty [Documentation, Implementation and Verification]
49. Student Mini projects encouraging student-centred Learning (SCL) to improve the quality objectives of FMS
50. "Subject integration, Industry Collaboration and the Implementation of Systems to Transform Existing Operations into Real-World Learning Models in FMS" The Role of FQAC – 14.10.2021
51. Meetings of Faculty Quality Assurance Cells: 02 meetings

Meeting no	Date	No of participants	Remarks
1	05.10.2021	25	All staff meeting with FQAC
2	14.10.2021	30	FQAC Committee meeting

FACULTY OF MEDICINE

52. Received 100,000/= rupees worth sports items from the budget allocated for Faculty of Medicine for year 2021. This will be beneficial and will be enhancing the sports skills of the medical students of the Faculty.
53. Twelve academic members representing the faculty participated to the Colombo Medical Education conference. The registration fees sum of 36000/= (12 X 3000) were payed through the allocated budget under the Faculty Quality assurance cell for year 2021.
54. Designing the curriculum of the FOM-SUSL and resolving some of the key issues
55. The curriculum, the by-laws and regulations of the FOM-SUSL via the Faculty Curriculum committee. This is an ongoing process where the Faculty has conducted several workshops, meetings and small group discussions
56. Meetings of Faculty Quality Assurance Cells:

Meeting no	Date	No of participants
2	24.11.2021	15

FACULTY OF SOCIAL SCIENCE AND LANGUAGES

57. How to be a SMART Learner? – 20.11.2021 for first year students of the faculty.

FACULTY OF TECHNOLOGY

- 58. Trends in Technology Stream Education (01.10.2021)
- 59. Series of Industrial Webinars, Emerging Graphane Technology (26.11.2021)
- 60. Series of Industrial Webinars, Aluminum Extrusion Process in Sri Lanka (15.11.2021)
- 61. Series of Industrial Webinars, Introduction to Harischandra Mills PLC (23.11.2021)
- 62. Industrial Training Awareness Workshop (17.11.2021)
- 63. Meetings of Faculty Quality Assurance Cells:

Meeting no	Date	No of participants
2021.04	03.11.2021	6

Report presented by,



Director / Centre for Quality Assurance /SUSL
22.01.2022