

**Quality Assurance activities for the period of Third quarter (From July to end of September 2021) –  
Centre for Quality Assurance, Sabaragamuwa University of Sri Lanka**

1. Draft Policy document on “Career Development for Newly Recruited Staff -SUSL” has been prepared by a group appointed at the 29<sup>th</sup> SSC QA meeting held on 19<sup>th</sup> May 2021. This has been submitted to the 31<sup>st</sup> meeting held on 30<sup>th</sup> July 2021 (SSC QA memo number 21: 31: 03: 01) and the amended policy document was re-tabled at the 33<sup>rd</sup> SSC QA meeting held on 22<sup>nd</sup> September 2021 (SSC QA memo number 21: 33: 04: 01). Finally it has been submitted to the 256<sup>th</sup> Senate held on 12<sup>th</sup> October for approval (Senate memo No: 21:256:57).
2. A committee has been appointed for the preparation of University Graduate Profile (SSC QA memo No: 21: 31: 03: 04) at the 31<sup>st</sup> meeting held on 30<sup>th</sup> July 2021. This has been approved at the 254<sup>th</sup> Senate held on August 2021 (Senate memo No: 21:254:69).
3. Summary report on documents prepared by CQA was tabled at the 31<sup>st</sup> meeting held on 30<sup>th</sup> July 2021 (SSC QA Memo No: 21: 31: 03: 05).
4. A committee has been appointed for the preparation of “Policy and procedures on handling confidential document” at the 31<sup>st</sup> meeting held on 30<sup>th</sup> July 2021 (SSC QA Memo No: 21: 31: 03: 10). This has been approved at the 254<sup>th</sup> Senate held on August 2021 (Senate memo No: 21:254:70).
5. Resubmission of amended draft Policy on “Quality Assurance – SUSL” at the 31<sup>st</sup> SSC QA meeting held on 30<sup>th</sup> July 2021 (SSC QA Memo No: 21: 31: 03: 11). This has been taken at the 254<sup>th</sup> Senate held on August 2021 (Senate memo No: 21:254:71).
6. Resubmission of amended draft Policy on “Employee Performance Evaluation –SUSL” at the 31<sup>st</sup> SSC QA meeting held on 30<sup>th</sup> July 2021 (SSC QA Memo No: 21: 31: 03: 12). This has been approved at the 254<sup>th</sup> Senate held on August 2021 (Senate memo No: 21:254:72).
7. A format for Quarterly Progress Report on Quality Assurance Activities of Faculty Quality Assurance Cells, SUSL was submitted at the 31<sup>st</sup> SSC QA meeting held on 30<sup>th</sup> July 2021 (SSC QA Memo No: 21: 31: 03: 14). This has been approved at the 254<sup>th</sup> Senate held on August 2021 (Senate memo No: 21:254:73).
8. A draft Policy document on “External examiners / Second examiners -SUSL” has been prepared and submitted to the 31<sup>st</sup> SSC QA meeting held on 30<sup>th</sup> July 2021 (SSC QA Memo No: 21: 31: 03: 19) and the amended version was tabled at the 32<sup>nd</sup> SSC QA meeting held on August 18<sup>th</sup> 2021 (SSC QA Memo No: 21: 32: 04: 05). Further this was submitted to the 255<sup>th</sup> Senate held on September 2021 and subsequently it was approved (Senate memo No: 21:255:52). This document has been prepared by a committee appointed at the 29<sup>th</sup> SSC QA meeting held on 19<sup>th</sup> May 2021.
9. A workshop on “University Mental Health and Role of Student Counselors” was completed successfully. This workshop was held on 06<sup>th</sup> August 2021 with the participation of 68 participants, including Senior Student Counselor, Wardens (Male and Female), Deputy Senior student counselors, student counselors and nominated academics from all the faculties. Dr. Vajira

Dharamawardhane, Consultant Psychiatric, Teaching Hospital, Ratnapura served as the resource person for the workshop.

10. Programme approval – External Programme; CODL: Three proposal for external programmes were approved by the Council 274th Council held on 26.07.2021 (Council memo Number is 21:274:46)  
Three proposals that were submitted as below,
  - a. Higher Diploma in Physical Education and Sport Coaching
  - b. Advanced Certificate in Physical Education and Sport Coaching
  - c. Certificate in Traditional Sports and Outdoor Recreation
11. There were three separate awareness meetings on application process of new degree programmes with three coordinators of new degree programmes viz Bachelor of Science Honours in Sport and Leisure Management, Bachelor of Science Honours in Data Science (Faculty of Applied Sciences) and Bachelor of Arts Honours in Teaching English as a Second Language (Faculty of Social Science and Languages).
12. Proposals for new degree programmes -Bachelor of Science Honors in Sport and Leisure Management -Faculty of Applied Sciences, Department of Sport Science submitted a proposal for a new degree programme “Bachelor of Science Honours in Sport and Leisure Management” to the Centre for Quality Assurance (Reference No CQA SUSL/ UG/ 2021/01) for checking the compliance with the UGC application process. This has been submitted to the 255<sup>th</sup> Senate held on 14<sup>th</sup> Sept 2021 (Senate Memo No: 21:255:52) and to the Council. This was approved at the 276<sup>th</sup> Council held on 27.09.2021. This has been now submitted to the Quality Council of University Grants Commission.
13. Proposals for new degree programmes - Bachelor of Arts Honours in Teaching English as a Second Language (Reference No CQA SUSL/ UG/ 2021/02). Amended final document was received on 2<sup>nd</sup> October and after rechecking the compliance with the UGC application process it has been submitted to the 256<sup>th</sup> Senate held in October 2021 (Senate Memo No: 21:256:56).
14. Proposals for new degree programmes -Bachelor of Science Honours Degree in Data Science (Reference No CQA SUSL/ UG/ 2021/03). Application was checked for the compliance with the UGC application process.
15. Proposals for revised programmes - Bachelor of Science Honours Degree Programme in Information Systems (Reference No CQA SUSL/ UG/ 2021/04). Application was checked for the compliance with the UGC application process.
16. There was a stakeholder meeting in finalizing the post graduate review manual – conducted by QAC, UGC on 29<sup>th</sup> July 2021. Fifteen members nominated by the Dean, Faculty of Graduate Studies, participated to this workshop including the Director, CQA.
17. A committee has been appointed for the preparation of “Policy on Academic Integrity, Ethics and Conflict of Interest” at the 32<sup>nd</sup> meeting held on 18<sup>th</sup> August 2021 (SSC QA Memo No: 21: 32: 04: 10). This has been approved at the 255<sup>th</sup> Senate held on September 2021 (Senate memo No: 21:255:54). Appointment letters were sent to all the committee members to initiate the task.

18. Arrangements were made to organize the workshop on “Curriculum Development in line with SLQF”. This will be held on 28<sup>th</sup> October 2021.
19. A committee has been appointed for designing a training programme for student counselors of the University at the 32<sup>nd</sup> meeting held on 18<sup>th</sup> August 2021 (SSC QA Memo No: 21: 32: 04: 15). This has been approved at the 255<sup>th</sup> Senate held on September 2021 (Senate memo No: 21:255:55). Appointment letters were sent to all the committee members to initiate the task and initial meetings were conducted.
20. A committee has been appointed at the 32<sup>nd</sup> meeting held on 18<sup>th</sup> August 2021 (SSC QA Memo No: 21: 32: 04: 09) for preparing the SOP for implementing the currently available Grievances Handling policies of the University. This has been approved at the 255<sup>th</sup> Senate held on September 2021 (Senate memo No: 21:255:53). Appointment letters were sent to all the committee members to initiate the task and initial meetings were conducted.
21. Draft amended Policy on “Information and Communication Technology (ICT) - SUSL” has been re-tabled at the 33<sup>rd</sup> SSC QA meeting held on 22<sup>nd</sup> September 2021 (SSC QA memo number 21: 33: 04: 02). This document was prepared by a group appointed at the 28<sup>th</sup> SSC QA meeting held on 21<sup>st</sup> April 2021. This has been submitted to the 256<sup>th</sup> Senate held on 12<sup>th</sup> October for approval (Senate memo No: 21:256:58).
22. Action Plan - Follow up on Institutional Review (IR): Draft Action Plan was tabled at the 33<sup>rd</sup> SSC QA meeting held on 22<sup>nd</sup> September 2021 (SSC QA memo number 21: 33: 04: 10). This process was initiated on May 2021 and following a several meetings at subcommittee level (through 19 meetings and several email communications), Action plan was finalized in September 2021. In the preparation of the document Advisory committee members, Chairman, strategic management Unit contributed immensely. Subsequent to the SSC QA submission, it has been submitted to the 256<sup>th</sup> Senate held on 12<sup>th</sup> October for approval (Senate memo No: 21:256:60).
23. Meeting with Faculty QA cell coordinators including CODL was held on 26<sup>th</sup> August 2021.
24. Participation to Quality Assurance Cell meeting –CODL on 10<sup>th</sup> September to discuss the way forward.
25. Participation to Mock-Program Review: Food Science and Technology (FST) and Natural Resources (NR), Faculty of Applied Sciences-SUSL-2021. This was conducted on 30<sup>th</sup> August 2021.
26. Participation to Mock-Program Review: Sport Sciences and Physical Education (SS & PE) Faculty of Applied Sciences-SUSL-2021. This was conducted on 30<sup>th</sup> August 2021.
27. Participation to Mock-Program Review: Computing and Information Systems (CIS) Faculty of Applied Sciences-SUSL-2021. This was conducted on 31<sup>st</sup> August 2021
28. Participation to Mock-Program Review: Physical Sciences and Technology (PST) Faculty of Applied Sciences-SUSL-2021. This was conducted on 31<sup>st</sup> August 2021.

29. Participation to the Strategic Management Planning meeting on invitation.
30. Council approval was granted for “Policy on Electives / Optional Subjects –SUSL”, Abbreviations for Faculties, Departments and Centers –SUSL, “Policy on Equality / Non discrimination- SUSL”, Faculty Quality Assurance Cell – Faculty of Graduate studies at the 276<sup>th</sup> Council held on 27.09.2021.

#### **FACULTY OF GRADUATE STUDIES- SUSL**

31. Programme on RHD policies and procedures for Research Higher Degree Students (Number of participants were 25).
32. Programme on Critical thinking and creative writing for Research Higher Degree Students (Number of participants were 23).
33. Programme on Conducting literature review and academic writing for Research Higher Degree Students (Number of participants were 24).
34. Programme on Research Ethics and Library resources for conducting research for Research Higher Degree Students (Number of participants were 22).
35. Programme on Philosophical foundation of research for Research Higher Degree Students (Number of participants were 23).
36. Programme on Quantitative research designs for Research Higher Degree Students (Number of participants were 24).
37. Programme on Managing and analyzing quantitative data for Research Higher Degree Students (Number of participants were 24).
38. Programme on Qualitative research designs for Research Higher Degree Students (Number of participants were 21).
39. Programme on Managing and analyzing qualitative data for Research Higher Degree Students (Number of participants were 22).
40. Programme on Mixed-methods research designs for Research Higher Degree Students (Number of participants were 24).

#### **FACULTY OF AGRICULTURE**

41. Workshops on Legal framework on university ragging to make aware on students’ perspective on ragging. Students were the target group and this was done on 13.09.2021.

42. Workshop on Examination Procedures, Rules and Regulations. Students were the target group and this was done on 27.09.2021.

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

43. Mock-Program Review: Food Science and Technology (FST) and Natural Resources (NR), Faculty of Applied Sciences-SUSL-2021. This was conducted on 30<sup>th</sup> August 2021 and the reviewers contributed were Prof. J.M.C.K. Jayawardana and Prof. S. Vasanthapriyan.
44. Mock-Program Review: Sport Sciences and Physical Education (SS & PE) Faculty of Applied Sciences-SUSL-2021. This was conducted on 30<sup>th</sup> August 2021 and the reviewers contributed were Prof. J.M.C.K. Jayawardana, Prof. H.S.R. Rosairo and Prof. S. Vasanthapriyan
45. Mock-Program Review: Computing and Information Systems (CIS) Faculty of Applied Sciences-SUSL-2021. This was conducted on 31<sup>st</sup> August 2021 and the reviewers contributed were Prof. S.K. Gunatilake and Mr. Janitha Liyanage
46. Mock-Program Review: Physical Sciences and Technology (PST) Faculty of Applied Sciences-SUSL-2021. This was conducted on 31<sup>st</sup> August 2021 and the reviewers contributed were Prof. S.K. Gunatilake and Mr. Janitha Liyanage.
47. Follow up Mock-Program Reviews, Faculty of Applied Sciences-SUSL were done for all the review clusters (FST & NR, SS & PE, CIS, and PST) on 9<sup>th</sup> and 10<sup>th</sup> September. Prof. J.M.C.K. Jayawardana and Mr. Janitha Liyanage served as two resource persons.
48. Faculty Quality Assurance Cell Committee Meeting was held on 15<sup>th</sup> Sep 2021 for the members of QAC Committee, FAS
49. Student awareness program on PR of FAS was held on 19<sup>th</sup> Sep 2021 Online About 60 student representatives representing each batch

#### **FACULTY OF GEOMATICS**

50. PR site visit preparation activities and Curriculum revision activities are going on.
51. Online student feedback form has been developed and implemented
52. Several sessions were internally arranged for the students and staff regarding the online examination (EVLE).

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

53. Continuation of ISO 9001:2015 Quality Management System Certification Process in the faculty [Documentation, Implementation and Verification]
- a. - Conducted 02 sessions with the resource person in online mode (via Zoom) preparatory

activities of establishing the QMS. Resource Person: Mr. Ajith Prasanna - Head of Certification, Laughs Holdings Limited

- b. - Identified internally and externally originated documents to be collected for QMS (Collection of documents is in progress)

54. Initiating and setting up Occupational Health and Safety Management Systems ISO 45001:2018 in the faculty [Developing an Emergency Management Team in FMS, Providing trainings and certifications for selected group of students on First aid and Safety]

- a. - Hazard Identification Survey Report - Reviewed document: Stakeholder analysis
- b. - Ongoing reviews: OH&S Policy, OH&S objectives and targets, Legal Assessment, objective target action plan.
- c. Identified all processes necessary for the OH&SM
- d. Drafted Needs and expectations of interested parties
- e. Drafted Hierarchy for faculty discussion and define the roles, responsibilities and resources required
- f. Conducted 02 sessions with the resource person using Zoom online platform for preparatory activities of establishing the OH&SM System. Resource Person: Mr. Chamal Indrajith
- g. quality environmental safety & health country officer, Siemens Gamesa

55. Continuation of innovation analysis to optimize the process architecture of FMS and Implementation of activities identified through Process Innovation Analysis

- a. Completed writing sixty processes
- b. Identified the new processes to be written under ISO 9001:2015 Quality Management System Certification Process

56. Meetings of Faculty Quality Assurance Cells: eight meetings

<b>Meeting No</b>	<b>Date</b>	<b>No of participants</b>	
<b>5</b>	2-Jul-21	8	Weekly progress meeting
<b>6</b>	9-Jul-21	10	Weekly progress meeting
<b>7</b>	16-Jul-21	13	Weekly progress meeting
<b>8</b>	30-Jul-21	16	Weekly progress meeting
<b>9</b>	5-Aug-21	14	Weekly progress meeting
<b>10</b>	27-Aug-21	16	Weekly progress meeting
<b>11</b>	3-Sep-21	16	Weekly progress meeting
<b>12</b>	7-Sep-21	35	All staff meeting with FQAC

### **FACULTY OF MEDICINE**

57. Designing the curriculum of the FOM, SUSL and resolving some of the key issues

58. Meeting of Faculty Quality Assurance Cell on 21<sup>st</sup> September 2021 with the participation of 15 members.

59. Amended student feedback form for evaluation of teaching and learning activities – Faculty of Medicine was submitted to the 31<sup>st</sup> SSC QA held on 30<sup>th</sup> July (SSC QA Memo No: 21:31:03:15). This has been approved at the 254<sup>th</sup> Senate held on August 2021 (Senate memo No: 21:254:74).

**FACULTY OF SOCIAL SCIENCE AND LANGUAGES**

There were no activities done for this period.

**FACULTY OF TECHNOLOGY**

60. Next-generation equipment for workshop technology. It was for all the academic Staff and it was held on 18<sup>th</sup> August 2021.
61. Sharing Experience on Successful Laboratory Design. It was for all the academic Staff and it was held on 25<sup>th</sup> August 2021.
62. Procurement Process – STHRD Project. It was for all the academic Staff and it was held on 30<sup>th</sup> August 2021.
63. Meeting –Faculty Cell was held on 30<sup>th</sup> August 2021.

**CENTRE FOR OPEN AND DISTANCE LEARNING (CODL) – SUSL**

64. The formats for Lecturer evaluation and student feedback for the CODL were drafted and sent to the Centre for Quality Assurance /SUSL for further reviews and approvals
65. Meeting - Faculty Quality Assurance Cell had their second meeting on 10.09.2021 to discuss future activities of the cell, Directors, CQA also was participated to the meeting.

Report presented by,



Director / Centre for Quality Assurance /SUSL  
11.09.2021