

**Quality Assurance Activities for the Period of Frist Quarter (From January to 31st March, 2022) –
Centre for Quality Assurance, Sabaragamuwa University of Sri Lanka**

1. Proposals for two new external programmes which were submitted to the CQA for the recommendation. These were subsequently submitted to the University Curriculum Evaluation Committee (UCEC) for checking the compliances. With the comments received from the UCEC committee, proposals were amended and the amended proposals were submitted to the 259th Senate (22:259:80) held in January 2022. Senate approval was obtained. Two programmes proposed were, Advances Certificate in Gemmology (CQA SUSL/ Ext/ 04/2022) and Diploma in Gemmology (CQA SUSL/ Ext/ 05/2022). These two programmes were designed by the Department of Natural Resources, FAPS.
2. Proposal for the early exit – External degree Programme, Bachelor of Information Technology (Reference Number CQA SUSL/ Ext/UG/EE/ 01/2022) was submitted to the 259th Senate (22:259:81) held in January 2022 and the Senate approval was obtained.
3. Draft of the University Graduate Profile recommended by the 36th Senate Standing Committee on QA (SSCQA) was submitted to the 259th senate held in January 2022. This was approved at the 260th senate (221:259:83) held in February 2022. This has been prepared by a committee chaired by Mr Janitha Liyanage, Senior Lecturer in FAPS.
4. The composition of the Library QA cell was submitted to the 259th Senate held in January 2022 (22:259:83) and it was approved.
5. A committee for designing the annual Employee Satisfaction survey has been submitted to the 259th Senate held in January 2022 (22:259:84) and it was approved.
6. Annual Progress of QA Activities of SUSL was reported to the Quality Assurance Council (QAC), UGC on 30th January, based on all the quarterly reports produced by the Faculty Quality Assurance Cells and the Centre for Quality Assurance. Quarterly reports have been approved at the Senate meetings and at the Council meetings.
7. Sinhala and Tamil translation of the student grievances redressal policy, SOP (Standard Operating Procedure) for student grievances redressal, Staff grievances redressal policy and the SOP for the staff grievances redressal were submitted to the 37th SSCQA meeting held in February 2022 and these eight documents were submitted to the 261st Senate held in March, 2022 (22:261:67) and approval was granted at the senate level.
8. Additional committee members for “Developing a mechanism for Implementation of Psychological Counseling Policy of SUSL” was suggested at the 37th SSCQA meeting held in

February 2022 and this was submitted to the 261st Senate held in March, 2022 (22:261:68) and approval was granted at the senate.

9. Additional committee members for “Developing mechanisms for conducting student satisfaction survey and employee satisfaction survey” was suggested at the 37th SSCQA meeting held in February 2022 and this was submitted to the 261st Senate held in March, 2022 (22:261:72) and approval was granted at the senate.
10. Strategic Management Plan for CQA was developed and submitted to the 37th SSCQA meeting held in February 2022, it was resubmitted to the 38th SSCQA meeting after waiting for comments from members of SSCQA. This was submitted to the 262nd Senate held in April, 2022 and approval was granted at the senate.
11. A committee for designing the Preparation of Examination Manual, SUSL has been suggested at the 37th SSCQA meeting held in February 2022 and this was submitted to the 261st Senate held in March, 2022 (22:261:74) and approval was granted at the senate.
12. A committee for Guidelines on Occupational Safety and Health, SUSL has been suggested at the 37th SSCQA meeting held in February 2022 and this was submitted to the 261st Senate held in March, 2022 (22:261:73) and approval was granted at the senate.
13. A google survey was conducted to identify the needs of Administrative officers of SUSL for organizing the workshops by CQA.
14. Composition (nominations) for the Library QA Cell was tabled at the 37th SSCQA meeting held in February 2022 and this was submitted to the 261st Senate held in March, 2022 (22:261:71) and approval was granted at the senate.
15. Designed a plan for the awareness program on Grievances policies among the University community and it was discussed at the 37th SSCQA meeting held in February 2022. These programmes will be held in month of May, 2022.
16. A committee for Human Resource Management Policy, SUSL has been suggested at the 37th SSCQA meeting held in February 2022 and this was submitted to the 261st Senate held in March, 2022 (22:261:66) and approval was granted at the senate.
17. A committee to develop a competency metrics has been suggested at the 37th SSCQA meeting held in February 2022 and this was submitted to the 261st Senate held in March, 2022 (22:261:65) and approval was granted at the senate.
18. A committee to develop a mechanism for staff climate survey has been suggested at the 37th

SSCQA meeting held in February 2022 and this was submitted to the 261st Senate held in March, 2022 (22:261:64) and approval was granted at the senate.

19. Amendments to the Quality Assurance By Law 02 of 2020 was at the 37th SSCQA meeting held in February 2022 and this was submitted to the 261st Senate held in March, 2022 (22:261:70) and approval was granted at the senate.
20. The draft questionnaire for the Annual Student Satisfaction Survey was submitted to the 38th SSCQA meeting held in March 2022 and it was decided to have the presentation in next meeting. This document was prepared by a committee chaired by Prof. Kapila Rathnayake.
21. Additional committee members for “Developing a mechanism to conduct staff climate Survey of SUSL” was suggested at 38th SSCQA meeting held in March 2022.
22. Proposals for a new external programmes (Higher Diploma in Livestock Production) developed by the Department of Livestock Production, FAGS was submitted to the CQA (CQA SUSL/ Ext/ 06/2022) for the recommendation and subsequently it was submitted to the University Curriculum Evaluation Committee for checking the compliances. The proposal was submitted to the 261st Senate (22:261:75) held in March 2022. Senate approval was obtained.
23. The Director, CQA participated to several meetings held at the FAP regarding the Programme Review of the Faculty.
24. Served as the Committee member (University Appointed Committee Member) of a joint project proposal writing for a grant (Erasmus+ programme 2021-2024) funded by the European Union with the aim of “transforming Sri Lankan University Libraries to a Digital Era”.
25. In addition there were several communications between QAC and relevant faculties on proposals submitted to the QAC, UGC for new ungraduated and postgraduate programmes.

FACULTY OF AGRICULTURE

26. Fall back option guideline for the undergraduate degree program has been prepared and submitted for the faculty board approval.
27. Student feedback evaluation for year 2021 has been finalizing.
28. Several quality assurance programs (workshops) has been scheduled for year 2022 and assigned coordinators for each program.

FACULTY OF APPLIED SCIENCES

29. Activity on Teaching, Learning and Assessment for Academic Staff. (30/3/2022)- (Day -1)
30. Activity on Teaching, Learning and Assessment for Academic Staff. (31/3/2022)- (Day -2)
31. During the period from 01st January to 21st March Faculty of Applied Sciences, SUSL has totally undergone the due Programme Review activities pertaining to the year 2020. After completing the task, the online links for the Programme Reviews were uploaded to the QAC-UGC online platform on 21st of March 2022.This was a very lengthy process.
32. Several sessions were conducted regarding the programme Review Preparation of the faculty.

FACULTY OF GEOMATICS

33. Faculty QA Cell meeting (01/2022) was held in 22.02.2022.
34. Several sessions were conducted regarding the programme Review Preparation of the faculty.

FACULTY OF MANAGEMENT STUDIES

35. Collection of internally originated documents from the faculty to prepare them for document controlling - (Continuation of ISO 9001:2015 Quality Management System Certification Process in the faculty [Documentation, Implementation and Verification])
36. Finalized and shared student feedbacks (lecturer evaluation) reports to the respective HoDs for the semester ends from January 2022.
37. Meetings of Faculty Quality Assurance Cells:

Meeting No	Date	No of participants	Remarks
01	13 th January 2022	19	FQAC Steering Committee Meeting
02	17 th February 2022	16	FQAC Working Committee Meeting

- Other remarks:
Progress of the activities has communicated to the Faculty Board in every month under the FQAC agenda Item.

FACULTY OF MEDICINE

38. Designing the curriculum of the FOM-SUSL and resolving some of the key issues in the curriculum, the by-laws and regulations of the FOM-SUSL via the Faculty Curriculum committee.
39. Initiate the discussion on how to move into an integrated curriculum from a subject based curriculum.
40. Meetings of Faculty Quality Assurance Cells:

Meeting no	Date	No of participants
3	25 th January 2022	15
4	22 nd March 2022	12

FACULTY OF SOCIAL SCIENCE AND LANGUAGES

41. Workshop on basic IT skills for office work management for Management Assistants of FSSL (31/3/2022)

FACULTY OF TECHNOLOGY

42. Training Program on English Language for 3rd Year Students of Department of Engineering Technology. (11 Sessions - January to March)
43. Workshop on improving soft skills. (19/1/2022)
44. Awareness workshop for Training Opportunity at AIT, Thailand for Academic Staff. (24/1/2022)
45. Study in Japan Global Network Project for 1st Year Students and Staff. (24/2/2022)
46. Meetings of Faculty Quality Assurance Cells:

Meeting no	Date	No of participants
2022-05	9 th March	6

LIBRARY QA CELL

47. Internal Quality Assurance Cell (IQAC) for the library was established with the approval of 259th senate meeting.
48. An agenda item for IQCA was included in the minutes of monthly library staff meetings.
49. 7 nominees for the IQAC were appointed representing the main library, faculty libraries, and undergraduates of SUSL.

50. The tentative date of conducting monthly QA meetings in the library was decided as the 3rd week of each month.

51. Other Remarks:

Erasmus+ programme 2021-2024 funded by the European Union is an international project derived with the aim of “transforming Sri Lankan University Libraries to a Digital Era”. In national level, 5 state universities including Sabaragamuwa University of Sri Lanka and 2 other institutions contributed to the first phase of the project. The contribution of SUSL for this project was to stabilize and enhance the quality assurance of the university library system in Sri Lanka. At the end of the project the entire library operations, functions, processes and services will be ensured by the respective quality level of each.

Report presented by,



Director / Centre for Quality Assurance /SUSL
20.04.2022