

Sabaragamuwa University of Sri Lanka

ACTION PLAN 2022

4th Quarter Progress



STRATEGIC MANAGEMENT PLANNING
UNIT

Action Plan of SUSL – 2022

Third Quarter Progress

- Goal -1** To achieve excellence in quality of teaching and learning
- Goal -2** To enhance the image of the university by enriching research culture
- Goal -3** To improve physical, infra and superstructures and human capital
- Goal -4** To enhance the social responsibility and harmony for sustainable development
- Goal -5** To strengthen the governance and administrative systems for effective service delivery

Abbreviations

FOT	Faculty of Technology
FSSL	Faculty of Social Sciences and Languages
FAPS	Faculty of Applied Science
FAGS	Faculty of Agriculture Sciences
FMS	Faculty of Management Studies
FOM	Faculty of Medicine
FGS	Faculty of Graduate Studies
FOG	Faculty of Geomatics
TS	Township Project
FQAC	Faculty Quality Assurance Cells
CGEE	Centre for Gender Equity and Equality
CODL	Centre for Open and Distance Learning
CQA	Centre for Quality Assurance
UBLC	University Business Linkage Cells
CGU	Career Guidance Unit
SSSW	Student Supportive Service and Welfare
AC	Art Centre
CRKD	Centre for Research and Knowledge Dissemination
DPE	Department of Physical Education
SDC	Staff Development Centre
FRGC	Faculty Research Grant Committees
RGC	Research Grant Committee
SPU	Strategic Management Planning Unit
PCC	Psychological Counselling Centre (Sith Arana)
SRC	Sport Recreational Centre

Color code/word

Definition



Completed the activity.



Activity is in progress.



Activity not started.



Yes





There is progress in the fourth quarter with compare to the first, second, and third quarters.



No



There is no progress in the fourth quarter with compare to the first, second and third quarters/progress was not received from respective divisions for the fourth quarter.




1. To achieve excellence in quality of teaching and learning





Action No.	Action & Responsibility	Annual target	Progress	Completion (%) and color code	Having Progress (%) than 1st quarter
1.1.1 (I)	Increase the number of quality assurance programs <i>(Director/CQA)</i>	Capacity building activities (77)	The QA activities are in progress.	 >100%	KPI completed in the Q3.
1.1.3 (III)	Integrating GEE policies into curriculum <i>(Deans, Director/GEEC)</i>	Awareness workshops (8)	Q4-FOT (01), GEE-TOT program 01 Q1-Q3: 11 programs	>100 	KPI completed in Q3. Additional activities in Q4.
		Degree program integrated (14)	The curriculums were planned and conducted to achieve GEE concepts. UGC	100%	KPI completed in Q3.





			planned to introduce a new course unit 'Learning to Live with Diversity' and a TOT program will be conducted.		
1.2.1(I)	Develop classroom with the modern state of arts teaching learning facilities <i>(Deans)</i>	Number of classrooms (38)	FMS-4 (under AHEAD project) Q1-Q3- 22 class rooms	68% 	Yes <i>(Same action in 2023 AP)</i>
1.2.1(IV)	Provide infrastructure facilities for OTL studio development and FQAC maintenance <i>(Dean/FOG)</i>	100% Progress	KPI was achieved.	100% 	KPI completed in Q3.
1.2.1(VI)	Adopt outcome-based teaching, learning, and evaluation system in degree programs <i>(Deans)</i>	Number of degree programs (6)	FMS- Teacher evaluations were conducted for 7-degree programs and the peer evaluations are in progress; FOM-1; FAPS-all degree programs	>100% 	KPI completed in Q2.
1.2.2(I)	Development of policies covering areas of student supportive services and welfare	Policy (1)	Policy was prepared and the Senate and Council approval obtained.	100% 	KPI completed in Q2.





	(Director/SSSW)				
1.2.2(II)	Develop computer-based student management system (Mr. R.M.N.B. Rathnayaka)	100% Progress	Activities are in progress	85% 	Yes
	1. System for online examination process	Developed system (1)	The Activities are in progress.	55%	Yes (Action forward to 2023 AP)
	2. System for online student registration	Developed system (1)	Completed.	100%	KPI completed in Q2.
	3. System for annual/subject registration	Developed system (1)	Completed	100%	KPI completed in Q3.
1.2.2(V)	Establishment of GEE units in each faculty (Deans, Director/GEEC)	Number of unites (3)	GEE units were established in all faculties.	>100% 	KPI completed in Q1.
1.2.2(VI)	Implement an effective mechanism to handle student complaints and grievances (Deans)	Number of actions (2)	FMS conducted workshops (2) for students.	>100%	KPI completed in Q1.
		Faculty	FAGS, FAPS, FMS, FOM,	>100%	KPI





		grievance handling committees (3)	FOT - Grievance handling committees		completed in Q2.
		Faculty scholarship and welfare committees (7)	FOT, FAGS, FMS established the committees.	43% 	No (Action forwarded to 2023 AP)
1.2.2(VII)	Facilitate, Sports, aesthetic programs and social events <i>(Deans;Director/DPE;Director/SRC; Director/AC)</i>	Sport events (5)	6 activities completed.	100%	KPI completed in Q3.
		Aesthetic programs (13)	Q4- 4 programs Q1, Q2, Q3 – 9 programs	100% 	Yes
		Other (1)**	1	100%	Yes




		Events for differently able students (2)	FMS- workshop for students	100%	KPI completed in Q2.
		Social events (13)	Q4-FOT-3 workshops for students; FOM-2 programs Q1-Q3- 19 events	>100%	KPI completed in Q2.
1.2.2(IX)	Conduct student satisfactory survey (<i>Director/CQA</i>)	Survey (1)	Senate and council approval were obtained for the questionnaire and policy. The survey for 2022 will be conducted in February, 2023.	60% 	Yes (Same action in 2023 AP)
1.2.3(I)	Develop a career development and mentoring policy (<i>Director/CGU</i>)	Policy (1)	A mentoring policy for academic staff was developed, and the career development policy preparation is ongoing.	40% 	Yes (Action forwarded to 2023 AP)
1.2.3(II)	Establishing faculty level career guidance units. (<i>Deans, Director/CGU</i>)	Number of career guidance units (7)	FAGS, FOT, FSSL, FOM, FOG have CGU. FMS- Practical training unit (PTU) instead of CGU. FAPS-Career Development	100% 	Yes






			Committee instead of CGU.		
1.2.3 (III)	Upgrade the career guidance to create conducive environment for career guidance (<i>Deans</i>)	Faculty level career advisors (16)	FOT-2 FAGS-1	19% 	No (Action forwarded to 2023 AP)
1.2.3(IV)	Strengthen student' interaction with alumnus and encourage the alumnus to assist students in their professional development (<i>Deans, Director/CGU</i>)	Number of programs organized at the faculty level by alumnus (8)	FAGS-2 activities Q1, Q2, Q3 - 14 activities.	Yes >100% 	KPI completed in Q3.
1.3.1(I)	Increase the student intake by introducing nationally and internationally relevant faculties/departments/undergraduate degree programs (<i>VC, Deans</i>)	Number of student intake increased (755)	FMS- Student will be increase only after the phase II of faculty complex completed.		
	Faculties				
	2.Faculty of Veterinary Medicine	UGC approved	No progress in Q4.	50% 	No




	and Livestock Sciences (VC)	proposal			(Action forwarded to 2023 AP)
	Faculty of Applied Sport Sciences (VC)	Establishment of the Faculty	Currently, the proposal is being reviewed as per the comments of the UGC.	60% 	No (Action forwarded to 2023 AP)
	Faculty of Computing (VC)	Establishment of the Faculty	The KPI was achieved.	100% 	KPI completed in Q3.
	Faculty of Engineering (VC)	Developed proposal	Proposal development is in progress.	50% 	No (Action forwarded to 2023 AP)
	Departments				
	3.Department of Information Technology	Establishment of the	The KPI was achieved.	100% 	KPI completed




	(Dean/FSSL)	department			in Q1.
	5.Department of Sport Sciences (VC,Dean/FAPS)	Establishment of the Department	UGC approval process is ongoing.	70% 	No (Action forwarded to 2023 AP)
	6. Department of Physical Education (VC,Dean/FAPS)	Establishment of the Department	UGC approval process is ongoing.	70% 	No (Action forwarded to 2023 AP)
	7. Department of Sport Management (VC, Dean/FAPS)	Establishment of the Department	UGC approval process is ongoing.	70% 	No (Action forwarded to 2023 AP)
	8.Department of Veterinary Basic	UGC approval	No progress in Q4.	50% 	No



	Sciences (VC)	for the proposal			(Action forwarded to 2023 AP)
	9. Department of Veterinary Para Clinical Studies (VC)	UGC approval for the proposal	No progress in Q4.	50% 	No (Action forwarded to 2023 AP)
	10. Department of Veterinary Clinical Studies (VC)	UGC approval for the proposal	No progress in Q4.	50% 	No (Action forwarded to 2023 AP)
	11. Department of Veterinary Extension and Livestock Production (VC)	UGC approval for the proposal	No progress in Q4.	50% 	No (Action forwarded to 2023 AP)
	12. Department of Veterinary	UGC approval	No progress in Q4.	50% 	No




	Education (VC)	for the proposal			(Action forwarded to 2023 AP)
	13. Department of Crop Production Technology (Dean/FAGS)	Establishment of the Department	Proposal has been submitted to the UGC approval and under review.	60% 	No (at UGC level). (Action forwarded to 2023 AP)
	14. Department of Agri Environmental Resource Management (Dean/FAGS)	Establishment of the Department	Proposal has been submitted to the UGC approval and under review.	60% 	No (at UGC level) (Action forwarded to 2023 AP)
	15. Department of Medical Education (Dean/FOM)	Establishment of	No progress in Q4.	10% 	No (Action

		the department			forwarded to 2023 AP)
	Department of Computing and Information Systems (VC, Dean/FAPS)	Establishment of the department	The KPI was achieved.	100% 	KPI completed in Q3.
	Department of Software Engineering (VC, Dean/FAPS)	Establishment of the department	The KPI was achieved.	100% 	KPI completed in Q3.
	Department of Data Science (VC, Dean/FAPS)	Establishment of the department	The KPI was achieved.	100% 	KPI completed in Q3.
	<i>Degree Programs</i>				
	1. BSc Honors in Data Science (VC, Dean/FAPS)	Offering of the degree	UGC approval obtained.	90% 	No (Action forwarded to 2023 AP)
	5. ICT Honors degree (Dean/FOT)	Appointed expert panel	Experts nominated in 36 th Faculty Board meeting.	100% 	Yes (Action

		for curriculum development			forwarded to 2023 AP with different KPI)
	25. Bachelor of Science Honors in Sport and Leisure Management (VC, Dean/FAPS)	Completed proposal	UGC approval obtained.	90% 	No (Action forwarded to 2023 AP)
	26. Bachelor of Veterinary Science (VC)	UGC approval for the proposal	No progress in Q4.	50% 	No (Action forwarded to 2023 AP)
	28. Bachelor of Science in Livestock Production (Dean/FAGS)	UGC approved proposal	The activities are in progress.	30% 	No (Action forwarded to 2023 AP)
1.3.1(II)	Increase the postgraduate student intake	Student intake	FMS-DBM program in		




	by introducing postgraduate and higher research degree programs (<i>Dean, FGS /Deans</i>)	increased (210)	collaboration with slit MBA program (1 year)		
	<i>Proposed new postgraduate programs (Deans)</i>	<i>Number of postgraduate and higher research degree programs introduced (6)</i>			
	1.MSc in Plantation Crop Production and Management (<i>Dean/FAGS</i>)	Completed proposal	Senate approval is pending for the proposal.	90% 	Yes (Action forwarded to 2023 AP)
	2.MSc in Sustainable Crop Production (<i>Dean/FAGS</i>)	Completed proposal	Senate approval is pending for the proposal.	80% 	Yes (Action forwarded to 2023)






					AP)
	3.MSc in Food Safety and Quality Management (<i>Dean/FAGS</i>)	Completed proposal	The proposal was submitted the UGC.	100% 	KPI completed in Q3.
	4.MSc in Livestock Production (<i>Dean/FAGS</i>)	Completed proposal	The works are in progress.	Yes	No (Action forwarded to 2023 AP)
	8. MSc in Environment Sustainability (<i>Dean/FAPS</i>)	Completed proposal	No progress received.	No	No (Action forwarded to 2023 AP)
	11. MA in Business Economics (<i>Dean/FSSL</i>)	Completed proposal	No progress received for Q4	No	No (Action forwarded to 2023 AP)
1.3.1(III)	Increase the number of students registered annually at CODL expanding	Increased Number of	Enrolling of students for the newly introduced courses		






	CODL programs	students (25%)	(Already applications are receiving)		
	<i>Proposed new programs (Director/CODL)</i>	<i>Number of New CODL programs introduced</i>			
	1. Bachelor of Information Technology (External) Degree Program (Dean,FAPS/Director,CODL)	Approved proposal	Comments received from the UGC/QAC for the proposal are being addressed.	60% 	No (Action forwarded to 2023 AP)
	3. Bachelor of Arts (External) Degree Program (Dean/FSSL,Director/CODL)	Approved proposal	Waiting for the UGC approval.	60% 	No (Action forwarded to 2023 AP)
	8. Higher Diploma in Livestock Production (Dean/FAGS, Director/CODL)	Offering the degree	Students will be enrolled soon.	100% 	KPI completed in Q3.






**Other=Voices from the Faculty' – poetry, short story, poster presentation, short film and [if possible,] a short drama competition to portray the SGBV in University or mass society



2.Enhance the image of the university by enriching research culture

Action No	Action & Responsibility	Annual target	Progress	Completion (%) and color code	Having Progress (%) than 1st quarter
2.1.1(IV)	Improve the competencies of academic staff to obtain the competitive research grants <i>(Deans/FRGC)</i>	Number of workshops (11)	FOT-01; FOM-03 Q1, Q, Q3- 08	100% 	Yes
2.1.2 (I)	Establish faculty level research centers <i>(Dean/FOT-03/FOG-01/FAPS-01)</i>	Number of research centers established (5)	FMS-Research and Publication Unit (RPU) FOG-1	40% 	No <i>(Action forwarded to 2023 AP)</i>
2.1.2(III)	Provide access to journals and e resources <i>(Librarian/Deans)</i>	Number of accessible journal (500) E resources available (50)	FMS- 4 Journals;2 magazines FAGS-01 Journal Library- Journals-5444; E	>100% 	Action completed in Q3.


			resources-72		
2.2.1(I)	Formulation of policies and procedures for collaborative research involving academics, students and industry (RGC/UBLC)	Policies and procedures (1)	Planning to review the research policy of SUSL. UBLC-01; RGC-02	82% 	Yes (Action forwarded to 2023 AP)
2.2.1(II)	Research collaboration with Public and Private Institutes (Deans, RGC/UBLC)	Number of research collaborations (3)	Q1-Q3 - 7	>100% 	Action completed in Q3.
2.2.1(III)	Signing MOU/MOA/ with foreign universities (VC/Deans)	Number of MOU/MOA signed with foreign universities (14)	FMS-06 Q1-Q3: 03	64% 	Yes (Same action in 2023 AP)
2.2.2(I)	Develop policies for UBL Cell (Deans, Director/UBLC)	Approved policy documents (3)	FOT-01; UBLC-02	100% 	KPI completed in Q3.
2.2.2(II)	Conduct awareness programs among staff and students (Deans, Director/UBLC)	Number of awareness program conducted (4)	FOT 01 Q1, Q2, Q3- 11	>100% 	KPI completed in Q1.






2.2.2(IV)	Encourage students and staff to obtain Patents/Trade Mark/PCT Application (Director/UBLC)	Number Patents/Trade Mark/PCT Application (2)	FAGS- 01 national patent & 01 PCT obtained. Q1- 11 patent and trademark applications	>100% 	Completed in the 1 st quarter.
2.2.2(VI)	Establishment of the Faculty Business Linkage Units/Business Incubators (Director/UBLC)	Number of Business Linkage Cell/Business Incubators (1)	Business linkage units established in all faculties.	100% 	KPI completed in Q1.
2.2.2(VII)	Establishing Startup/Spin-Off (Director/UBLC)	Number of formed Startup/Spin-Off (1)	Provide seed capital for a new startup idea of a student from FAPS.	40% 	Yes (Action forwarded to 2023 AP)
2.3.1(I)	Organize student research forums to disseminate findings (Deans)	Number of Forums organized at the faculty level (6)	Q1- Q3 – 6 activities	100% 	KPI completed in Q3.
2.3.1(II)	Conduct national and international research symposia by faculties/university (Deans)	Number of national and international research symposia conducted (4)	FOM-MEURES Q1 & Q2 – 3 activities	100% 	Yes KPI completed in Q4.
2.3.2(I)	Ensure the publication of university	Number of issues published	2 nd issue of English	85%	Yes





	journal bi-annual (<i>Director/CRKD</i>)	Sinhala journal (2) English journal (2)	journal is at the final stage of publishing.		
2.3.2(II)	Introduce/publish faculty journals (<i>Deans</i>)	Number of journals introduced (14)	FAGS- AFQ magazine FSSL-AJPS journal was introduced FMS-Asian Journal of Finance is in progress	29% 	Yes (Same action in 2023 AP)
		Number of issued published (13)	FMS-03 1-Management digest magazine	46% 	Yes (Same action in 2023 AP)
2.4.1(I)	Develop policies and procedures for awarding and rewarding researchers at the faculty level (<i>Director/CRKD</i>)	Number of approved policies and procedures (1)	Policy was developed.	100% 	KPI completed in Q1
2.4.1(III)	Recognize and reward national and international outstanding research works and publications of the university community (<i>Director/CRKD</i>)	Number of national and international outstanding research works and publications recognized and rewarded by the university	The researches were awarded at the University Day 2022.	100% 	Completed the action in 1 st quarter.






2.5.1(I)	Establishment of an image building unit to design and implement the image building programs, activities and product (VC)	Number of image building programs/ activities (5)	No progress in Q4.	50% 	No (Action forwarded to 2023 AP)
2.5.1(III)	Conducting awareness programs for the stakeholders about the academic programs being conducted by the university (Deans)	Number of awareness programs (2)	Completed the KPI	100% 	KPI achieved in Q1.




3.To improve physical, Infra and superstructures and Human Capital






Action No.	Action & Responsibility	Annual target	Progress	Completion (%) & Color code	Having Progress (%) than 1st quarter
3.1.1 (I)	Construction of the Building Complex of Faculty of Medicine (Para clinical and admin building) (Dean/FOM)	% Completion (100%)	Work is going on.	90% 	No (Action forwarded to 2023 AP)





	Construction of the Building Complex of Faculty of Medicine (Professorial Unit and Other Buildings) (Dean/FOM)	% Completion (50%)	No progress in Q4.	20% 	No (Action forwarded to 2023 AP)
3.1.1 (II)	Construction of the Building Complex of the Faculty of Technology (Dean/FOT)	% Completion (60%)	64% completed.	>100% from this year target. 	KPI for this year achieved in Q3.
3.1.1 (III)	Construction of the Building Complex of Main Library Library (Librarian)	% Completion (75%)		35% 	No (Action forwarded to 2023 AP)
3.1.1 (VII)	Construction of the building complex of faculty of Agricultural Sciences Phase I (Stage I) (Dean/FAGS)	% Completion (100%)		50% 	No (Action forwarded to 2023 AP)
3.1.1 (VIII)	Construction of the Waste and Waste water Management Project	% Progress (100%)		50% 	No (Action





	(VC)				forwarded to 2023 AP)
3.1.1 (IX)	Construction of the Solar Power Project (VC)	% Progress (70%)		15% 	No (Action forwarded to 2023 AP)
3.1.1 (X)	Construction/Improvement of the University Road Network (VC)	% Progress (70%)		100% (70%) 	KPI for this year achieved in Q3.
3.1.1 (XI)	Construction of the Building Complex of the Faculty of Management Studies Phase II (Stage I) (Dean/FMS)	% Progress (10%)	Construction of new building has been temporary suspended by the National Budget Circular No. 03/2021 dated 21.12.2021 and funds were not allocated.	100% 	KPI for this year achieved in Q2.
3.1.2 (I)	Initiate the Multipurpose Building Complex	% Progress (100%)	No progress for Q3.	20% 	No (Action forwarded






	<i>(Registrar)</i>				to 2023 AP)
3.1.2 (II)	Initiate the Gymnasium / Auditorium and Sport Complex <i>(Dean /FAPS)</i>	% Progress (20%)	Not started.	0% 	No (Action forwarded to 2023 AP)
3.1.2 (III)	Initiate the Mini Hotel/Teaching Hotel for Tourism and Hospitality Management degree programs <i>(Dean/FMS)</i>	% Completion (20%)	No progress in Q4.	5% 	No (Action forwarded to 2023 AP)
3.1.2 (IV)	Initiate the Building Complex of Faculty of Social Sciences & Languages Phase II (Stage I) <i>(Dean/FSSL)</i>	Completed proposal (100%)	Proposal has been prepared.	100% 	KPI completed in Q2.
3.1.2 (V)	Initiate a Fully Pledged Media Center <i>(VC/Registrar)</i>	% Progress (100%)	No progress in Q4.	10% 	No (Action forwarded to 2023 AP)
3.1.2 (VI)	Establish a Fully Pledged Art Center for the University	% Progress (100%)	Works are going on.	20% 	No (Action



	(VC/Registrar)				forwarded to 2023 AP)
3.1.2 (VII)	Establish a Fully Pledged Childcare Center for the University (VC)	% Progress (100%)	Not started.	0% 	No (Action forwarded to 2023 AP)
3.1.2 (VIII)	Initiation of Obtaining Green Building Certificate for New Building Constructions (Registrar)	% Progress (40%)	Process has been initiated for obtain green building certificates for ongoing constructions.	100% 	Task completed in Q2.
3.1.2 (IX)	Initiation of New building Complex for CODL from Generated funds (Director/CODL)	Initial approval for the proposal (100%)	Request letter for the new building construction was sent to the LBMC and waiting for the decision.	100% 	KPI achieved in Q2.
3.1.3 (II)	Rehabilitation of staff and students' accommodation	% Progress (40%)	The process is going on.	65%	Yes (Action


	<i>(Registrar)</i>				forwarded to 2023 AP)
3.1.3 (IV)	Renovation of Prof Dayananda Somasundara Auditorium <i>(Dean/FSSL)</i>	% Progress (100%)	Completed the task.	100% 	Completed the task in Q2.
3.1.3 (V)	Renovation of the Staff Canteen <i>(Registrar)</i>	% Progress (100%)	No progress in Q4.	5% 	No (Action forwarded to 2023 AP)
3.1.4 (I)	Identify future physical development requirements <i>(VC/Registrar/SMPU)</i>	% Progress (100%)	Work is in progress.	40% 	Yes (Action forwarded to 2023 AP)
3.1.4 (II)	Prepare a contour map for the University Land <i>(VC/Registrar/ SMPU)</i>	% Progress (100%)	Process is going on.	90% 	Yes (Action forwarded to 2023 AP)

3.1.4 (III)	Prepare a physical development plan considering unique features (Roads, Buildings and other facilities) (VC/Registrar/ SMPU)	% Progress (80%)	Process is going on.	20% 	No (Action forwarded to 2023 AP)
3.1.4 (IV)	Prepare a master plan for the University Road network (VC/registrar/ SMPU)	% Progress (100%)	Process is going on.	80% 	No (Action forwarded to 2023 AP)
3.1.4 (V)	Prepare a landscape plan for the University (VC/SMPU/Curator)	% Progress (100%)	A committee was appointed. A draft policy was prepared by the curator.	30% 	No (Action forwarded to 2023 AP)
3.1.4 (VI)	Develop a University Environment Policy (VC/Registrar/SMPU)	Approved policy (100%)	Committees was appointed.	5% 	No (Action forwarded to 2023 AP)
3.1.4 (VII)	Develop University Green	Approved policy	Committees was	5%	No




	Procurement Guidelines Policy (VC/Registrar/SMPU)	(100%)	appointed.		(Action forwarded to 2023 AP)
3.1.4(VIII)	Introduce energy management policy (VC/Registrar/SMPU)	Approved policy (100%)	Committees was appointed.	5% 	No (Action forwarded to 2023 AP)
3.1.4 (IX)	Prepare drawing plans for electricity supply, water supply and network line and master drainage network in the University (VC/Registrar/SMPU)	% Progress (100%)	Process has been initiated and is in progress.	40% 	No (Action forwarded to 2023 AP)
3.2.1(I)	Develop a Human Resource Management Policy (Director/SDC,Director/CQA)	Approved Policy (1)	Council appointed committee is working on developing the existing policy in broader sense.	30% 	Yes (Action forwarded to 2023 AP)
3.2.1(II)	Develop a competency Metrics	Developed	The policy preparation is	30%	Yes





	<i>(Deans, Director/CQA,Registrar)</i>	competency Metrics (1)	in progress and aiming to complete by March, 2023.		(Action forwarded to 2023 AP)
3.2.2 (I)	Increase the number of the SDC programs <i>(Director/SDC)</i>	Number of the programs (10)	3 programs Q2-4	70% 	Yes (Action forwarded to 2023 AP)
3.2.2(II)	Appreciation of achievements/substantial contribution of staff members <i>(Director/SDC; Deans)</i>	Number of staff members appreciated (10)	No updates received for Q4. Q2 -4	40% 	No
3.2.2 (III)	Encourage academic staff to obtain higher academic qualification (PhD) to improve their academic capacity <i>(Deans)</i>	Number of the members of the staff enrolled for PhDs (14)	Q4-1 Q1 – Q3 = 7	57% 	Yes
3.2.2 (IV)	Providing learning and development opportunities for administrative and nonacademic	Number of opportunities provided (6)	7 workshops in Q1 – Q3.	100% 	KPI completed in Q2.





	staff members to uplift their capacity (Registrar/Director -SDC, Director/CQA,Deans)				
3.2.2 (V)	Develop master trainers through sending staff members for the short-term courses (Local and Foreign) (Deans)	Number of the master trainers (12)	Q1 and Q2- 21	>100% 	KPI completed in Q2.
3.2.2 (VI)	1.Develop a Grievance Handling Mechanism of staff (Deans/ Director-CQA)	Developed Grievance Handling Mechanism	Policy and SOP were approved and awareness sessions were conducted. FOT-staff welfare society	100%	Task completed by Q2.
	2.Conduct a Staff Climate Survey for the University (Director-CQA)	Number of Surveys	Committee has been appointed, and initial discussion has been completed.	35% 	Yes (Action forwarded to 2023 AP)




	3.Preparing a mechanism and implementing exit interview <i>(Director/CQA)</i>	√	Policy document on conducting "Exit Interviews" and the questionnaire have been completed and the approval was taken.	70%	Yes <i>(Action forwarded to 2023 AP)</i>
	4.Develop a counselling mechanism for staff <i>(Director/CQA)</i>	1	completed the Academic staff Mentoring programme documentations and awareness.	100%	Yes
3.2.2 (VII)	Develop an on-boarding program for newly recruited staff <i>(Director/SDC)</i>	Developed on boarding program (1)	One program for academic staff.	100% 	KPI completed in Q1.





Goal 4: To enhance the social responsibility and harmony for sustainable development

Action No.	Action & Responsibility	Annual target	Progress	Completion (%) and color code	Progress than 1st quarter
4.1.1(II)	Facilitate and guide the village community to engage in community-based tourism activities <i>(Dean-FMS/ Chairman -TS)</i>	Number of awareness programs (8)	Developing 3 villages i.e. Ihalagalagama, Rideegama and Mudaliwatta (conducted series of awareness programmes)	67% 	Yes <i>(Action forwarded to 2023 AP)</i>
4.1.1(III)	Encourage and facilitate to start micro and small business enterprises (e.g., Food processing) <i>(Chairman -TS' Deans/FAPS, Deans/FAGS, UBLC, Head of Livestock Production)</i>	Number of awareness programs (10)	Q2 & Q3-06	75% 	No <i>(Action forwarded to 2023 AP)</i>
4.1.1(IV)	Develop a web portal to promote and market the offerings (Products & Services) of the community <i>(Chairman -TS)</i>	Percentage of the development of the web portal (20%)	UBLC developed a web portal, but not for the offerings of community??		No <i>(Action forwarded to 2023 AP)</i>




4.1.1(V)	Facilitate to engage recreational activities to the community (Dean/FAPS)	Number of recreational programs (2)	Activities are in progress.	70% 	Yes (Action forwarded to 2023 AP)
4.1.2 (I)	Intervene to upgrade the existing Rural Hospital with advanced facilities (VC/Chairman -TS)	Number of activities for upgrading (1)	No progress in Q4.	10% 	No (Action forwarded to 2023 AP)
4.1.2 (II)	Intervene to upgrade the existing Karagasthalawa School (VC/Chairman -TS)	Number of activities for upgrading (2)	No progress in Q4.	60% 	No (Action forwarded to 2023 AP)
4.1.2 (III)	Intervene to open up an entrance to the Horton Plains National Park via Nonpareil (Chairman -TS)	% Progress (40%)	No progress in Q4.		No (Action forwarded to 2023 AP)
4.1.2 (IV)	Encourage private sector in the	% Progress	Not started.		No




	adjacent areas (Hotels with Banquette facilities, Super Markets, A Grade Banks with foreign currency transactions, food court) (Chairman -TS)	(50%)			(Action forwarded to 2023 AP)
4.2.1(I)	Organize interactive programs and cultural events to promote social cohesion (Deans/ Director-AC/Student societies/Director CGEE)	Number of interactive programs and cultural events organized (21)	FOT-1 Q1-Q3: FOM-4 FAGS-1	29% 	No (Action forwarded to 2023 AP)
4.2.1(II)	Organize students centered outreach activities (Deans)	Number of outreach activities organized (23)	FOM-11; FSSL-2;FAGS-10; FGS-1 programs FAPS (1); FAGS (7)	100 % 	KPI completed in Q2.
4.2.1(III)	Broaden extension services to improve the socio-economic status of the wider community (Deans)	Number of extension services provided (22)	FMS-02, FAGS-07, AC-09 FOT- Cafeteria for Karagasthalawa School FAGS-Mobile lab	>100% 	Yes KPI completed in Q4.
4.2.1(VI)	Strengthen the ongoing activities	% Progress	Not started.		No

	related to the 'University – township project' (Chairman -TS)	(50%)			(Action forwarded to 2023 AP)
4.2.2.(I)	Establish a Counseling Centre to overcome the psychological issues of the community (Director- PCC)	% Progress (50%)	A proposal was developed to help schools in the area through a zonal educational office. About four motivational programs for schools in the area were held within the reference period. The work going on without a physical building.	80% 	Yes (Action forwarded to 2023 AP)
4.2.2.(II)	Facilitate community engagement in sports and other recreational activities (Director/AC/ Director/DPE)	Number of programs organized (3)	DPE-02 Sport recreational center organized some activities.	100% 	KPI completed in Q3.
4.2.2.(III)	Conduct awareness campaign on	Number of	FOM organized a	100%	Yes


	communicable and non-communicable diseases for the community (Chairman –TS/Dean/FMS Dean /FOM/Medical Center)	programs organized (5)	sexually transmitted disease prevention awareness program. FAGS-02 FOM-02		KPI completed in Q4.
4.2.2.(IV)	Promote community based Agro forests to minimize the wild fire in collaboration with the Dept. of Forest (Chairman –TS /Head, Dept. of Natural Resources, FAPS)	Number of agro forests (2)	Not started.		No
4.2.2.(V)	Conduct village level awareness programs on preventing sexual and gender-based violence` (Dean-FOM/Head, Dept. of Medicine)	Number of programs conducted (1)	FOM-01 FOM student conducted research	100% 	Yes KPI completed in Q4.
4.2.2.(VI)	Conduct seminars to police officers on forensic related issues (Dean-FOM/ Head, Dept. of Forensic Medicine)	Conducted seminars to police officers (1)	Finance Committee approval is obtained and ready to execute the program.	20% 	Yes (Action forwarded to 2023 AP)

Goal 5: To strengthen the governance and administrative systems for effective service delivery

Action No.	Action & Responsibility	Annual target	Progress	Completion (%) and color code	Progress than 1st quarter
5.1.1(III)	Conduct workshops and seminars for the university community to increase awareness and appreciate the importance of the strategic management plan (Chairman- SMPU)	Number of workshops and seminars, awareness sessions organized (5)	Completed the awareness sessions.	100% 	KPI completed in Q3.
5.1.1(IV)	Include Strategic Management Plan as an agenda item for discussion in the statutory bodies (VC)	Number of bodies with the Strategic Management Plan included as an agenda item (9)	KPI was completed.	100% 	KPI completed in Q3.
5.2.1 (I)	Formulate new policies and bylaws for key areas to deliver services efficiently (VC/ Director CQA)	Number of new policies and bylaws (5)	QA By Law has been amended and several policies have been developed.	100% 	KPI completed in Q3.

5.2.1 (II)	Revisit faculty and university policies and bylaws and revise them to suit changing requirements (VC/ CQA)	Number of policies and bylaws revised (50%)	Preparation of policy repository has been started and initial steps have been taken. Meantime some policies were revised.	70% 	Yes (Action forwarded to 2023 AP)
5.2.1(III)	Develop a Procedure Manual for all the academic and administrative units (VC/Registrar)	Approved a Procedure Manual (1)	No updates for Q3.	60% 	No (Action forwarded to 2023 AP)
5.2.2.(II)	Development and installing of an academic management and administration system for the Sabaragamuwa University of Sri Lanka based on the Smart university concept. (VC/Prof S. Vasanthapriyan/Registrar)	90% The percentage of the progress	The process is going on.	75% 	Yes (Action forwarded to 2023 AP)
	Smart University concept				
	System for the selection of candidates from the Aptitude Test	Completed system (1)			

	System for the student Management	Completed system (1)			
	System for the student Welfare Management				
	System for the student and Course Management				
	System for the course and Marks Management				
	System for the Human Resource Management				
	System for the General Administration				
	System for Handle Finance Activities				
	System for Monitoring and Auditing				
	System for Handle Research Grants				
	System for the Fingerprint based Access Control Integration				
	System for the Resource Reservation				
	System for the Document Management				
	System for the Medical center				

	System for the CODL				
5.2.2(III)	Formulate a mechanism to conduct post implementation reviews and maintenance of MIS <i>(VC/Prof S. Vasanthapriyan/Registrar)</i>	established mechanisms (1)	The activities are ongoing.		

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