



Centre for Quality Assurance

University of Sri Jayewardenepura

Gangodawila, Nugegoda

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Progress Report for Senate

(From 2nd half of February, 2021 to 1st half of March, 2021)

1. FAQ to Sri Lanka Qualification Framework (SLQF) in Quality Assurance Council (QAC) Website on the clarification as to the volume learning:

A clarification as to volume of learning at SLQF levels 5 and 6 has been uploaded as a FAQ to SLQF in the QAC website after receiving approval at the UGC Commission Meeting on 01.03.2021. This FAQ in <https://www.eugc.ac.lk/qac/slqf-add-faq.html> is presented below.

According to Table 3 of the SLQF (pages 19-21), the minimum volume of learning required for a Bachelor's degree is 90 credits after SLQL 2, and for a Bachelor's Honours degree it is 120 credits after SLQL 2.

Further, in page 8 of the SLQF, under Volume of Learning section, it is stated that: "In the SLQF credit system, the student workload of a study programme is defined as 1500 notional learning hours per academic year". This requirement is equivalent to 30 credits per academic year.

In view of the above two guidelines given in the SLQF, the minimum duration in years required for a Bachelor's degree is 3 (three) and for a Bachelor's Honours degree it is 4 (four).

Approved at the 1048th meeting of the Commission held on 01.03.2021

This decision was taken in response to the letter sent by the Vice Chancellor, USJ seeking a clarification as to the volume of learning in SLQF from the QAC of the UGC). The letter dated 03.12.2020 sent in this regard was taken into the consideration at the Quality Assurance Standing Committee Meeting of the UGC held on 22.12.2020 and it was decided to include a FAQ in QAC Website. This decision was ratified at the QA Standing Committee Meeting of UGC held on 26.01.2021 and forwarded thereafter to the approval of UGC Commission.

The University is represented at this meeting by the Director, CQA.



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2. Evaluated study programs:

The CQA evaluated the proposals of the following study programs, before submitting for the approval of the University Senate and the QAC of UGC.

Advanced Certificate		
17.02.2021	Advanced Certificate in Eco-tourism, Wildlife and Nature Interpretation (First review before submitting to the Curriculum Review Committee)	Level 02
18.02.2021	Advanced Certificate in Eco-tourism, Wildlife and Nature Interpretation (Final review before submitting to the Curriculum Review Committee)	
Bachelors Honours Degree		
15.02.2021	Bachelor of Arts Honours in Mindfulness and Buddhist Counseling (First review before submitting to the QAC of the UGC)	Level 06
02.03.2021	Bachelor of Entrepreneurship (Special) (First review before submitting the QAC of the UGC)	
04.03.2021	Bachelor of Laws Honours (Second review before submitting to the Curriculum Review Committee)	
Masters by Course Work		
01.03.2021	Master of Commerce (Final review before submitting to the QAC of the UGC)	Level 09

3. CQA Annual Plan 2021

The annual work plan of CQA is presented here for the approval of the University Senate.

Serial No.	Activities Planned	Related Recommendation of IR Review
Quality Assurance Strategic Plan and Action Plans:		
1	Implement the strategic plan (SP) for CQA and develop action plans (AP) for Faculty QA Cells	Expand and strengthen the activities of the QA Cells and CQA to evaluate, analyze, recommend and monitor programs/functions of the university and advise the Dean/Faculty Board as well as the Vice-Chancellor/Senate and Council in all the academic and administrative affairs, as relevant



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Policy Documents and Operating Manuals

<p>Develop the following policies for the University:</p> <ul style="list-style-type: none"> • Policy on Health and Safety • Policy on Community Engagement and Outreach • Student Engagement on QA 	<p>Develop manuals of procedures and standard operational procedures for all major functions of the divisions/units</p>
<p>Develop a Management Guide for the University</p>	
<p>Develop SOPs on Finance and Examination for the University</p>	
<p>Complete the preparation of the University Calendar</p>	
<p>Develop a policy and procedures for the production of learning materials of EDECU</p>	
<p>Develop a directory of resources provided for work-based and industry placement assignments of faculties</p>	
<h3>Management Information System of the University</h3>	
<p>Integrate the information systems operated separately in faculties and divisions and establish a MIS for the University</p>	<p>Establish MIS without further delay</p>
<h3>Academic Accountability and Work Norms for Academic Staff</h3>	
<p>Revise existing academic accountability document, and the establishment of work norms</p>	<p>Develop work norms and calculate the workload of staff in all faculties</p>
<p>Develop a code of conduct for academic staff</p>	<p>Develop a code of conduct for staff</p>
<p>Review the existing performance appraisal system for academic staff</p>	<p>Develop an appropriate performance appraisal system for each category of staff considering their role and responsibilities</p>
<p>Develop a mechanism for recognizing and awarding creative and innovative teaching</p>	<p>Develop a mechanism for recognizing and awarding creative and innovative teaching</p>



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Non-academic Staff Training and Work Norms		
13	Develop a code of conduct for non-academic staff	Develop a code of conduct for staff
14	Provision of continuous training to non-academic staff through Staff Development Centre of the University	Provide more career specific or job-related training to non-academic staff
15	Review the existing performance appraisal system for non-academic staff	Develop an appropriate performance appraisal system for each category of staff considering their role and responsibilities
Monitoring and Progress Review		
16	Monitor the progress of QA activities of the University, PIM, faculties of study and EDECU at the QA Standing Committee of USJ	Discuss the recommendations of reviews at the department level, faculty level, and at the Senate with the support of CQA and QA Cells.
17	Carry out periodic internal reviews by the CQA for the next round of IR and by Faculty QA Cells for the next round of PRs	
18	Include QA as an agenda item of academic and administrative officers' meeting	Conduct regular review of programs and functions of all divisions, by staff from other divisions/units
19	Develop a repository of minutes of faculty QA cells at CQA	Conduct regular meetings of QA Cells of all faculties
20	Share the best practices at QA Standing Committee of USJ and CQA Websites	Direct the efforts of CQA to internalize, monitor and to improve best practices at all levels of the University

Senior Professor Samanthi Senaratne
 Director/Centre for Quality Assurance
 17.03.2021



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