



Centre for Quality Assurance

University of Sri Jayewardenepura

Ganggodawila, Nugegoda

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Progress Report for Senate

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

1. Web Page of Centre for Quality Assurance (CQA):

The web page of the CQA contains the following details as to the internal quality assurance activities of the University.

- Internal Quality Assurance By-Law
- Organogram
- Policy Manual on Internal Quality Assurance
- Operating Guidance for Faculty Quality Assurance Cells
- Terms of Reference of Curriculum Review Committee (CRC)
- CQA Progress Reports
- Policies of the University
- Format for submission of Revised Degree Curricular for Senate approval
- Format for submission of programmes below SLQF Level 5 for Senate approval

A screen shot of the web page is attached herewith as Annex 1 for the attention of the members of the Senate.

This web page was officially launched on 08th November, 2018 by then Vice Chancellor of USJ and it is listed under the heading 'Institutes and Centres' of the University website.

CQA wish to place a note of appreciation to the USJ Web Team headed by Prof. Hiran Amarasekera for the continuous support extended to maintain CQA webpage up-to-date. CQA also recognizes the support extended by Dr Chamitha de Alwis, Senior Lecturer, Faculty of Engineering in the initial design of the web page.

2. TOR of Curriculum Review Committee (CRC):

The establishment of the Curriculum Review Committee (CRC) of University of Sri Jayewardenepura (USJ) as senate sub-committee was approved at the Senate Meeting of 27.08.2020 and the formats prepared to submit documents to CRC was approved at the Senate on 27.01.2021. The terms of reference (TOR) of the CRC is attached herewith as Annex II for the information of the members of the Senate. This has been prepared based on documents submitted for the approval of the Senate for the establishment of the CRC. Further, CQA has developed checklists to be used by CRC in recommending the new degree programs and the revised curricular of existing study programs for the approval of the Senate. These checklists are attached in Annex III.



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3. Preparation of Management Guide:

The initial meeting to prepare a Management Guide for USJ was held on 21.03.2019 with the participation of the Registrar, Bursar and other senior officials of USJ. The Quality Assurance (QA) Consultant and Director/CQA guided the preparation of the Management Guide. This was followed by a several rounds of discussions in this respect.

It was discussed that the Management Guide needs to be developed through a participatory approach under the leadership of the Registrar of the University. To be successful, the administrative officers attached to different administrative Departments, Divisions, Faculties, Centres and Units should assume the responsibility and leadership in documenting administrative procedures relevant to their respective departments, divisions and units. Former Registrar has partially developed the Management Guide and submitted it to the Academic & Publications Division.

At a meeting held with the Vice Chancellor, Registrar, Bursar and the Director/CQA, on 10.02.2021, it was decided to assign the work of completing the Management Guide, to Mr. G. Piyaratna, Administrative Coordinator, External Degrees and Extension Courses Unit (EDECU).

4. Preparation of Standard of Operating Procedures (SOP) on Finance:

At the meeting held with the Vice Chancellor, Registrar, Bursar and the Director/CQA, on 10.02.2021, it was further decided that a SOP on Finance will be prepared subsequent to the completion of the management guide of the University.

Bachelors Honours Degree		
05.02.2021	Bachelor of Arts Honours in Financial Economics (Final review after receiving comments from QAC of the UGC)	SLQF Level 06
09.02.2021	Bachelor of Laws Honours (First review before submitting to the Curriculum Review Committee)	
Postgraduate Certificate		
23.01.2021	Postgraduate Certificate in Data Science and Artificial Intelligence (Final review before submitting to the QAC of the UGC)	SLQF Level 07



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Postgraduate Diploma		
19.01.2021	Postgraduate Diploma in Industrial Organic Chemistry (Final review before submitting to the Curriculum Review Committee)	SLQF Level 08
23.01.2021	Postgraduate Diploma in Data Science and Artificial Intelligence (Final review before submitting to the QAC of the UGC)	
05.02.2021	Postgraduate Diploma in Teaching English as a Second Language (First review after receiving comments from QAC of the UGC)	
Masters by Course Work		
19.01.2021	Master of Industrial Organic Chemistry (Final review before submitting to the Curriculum Review Committee)	SLQF Level 09
20.01.2021	Master of Criminal Justice and Corrections (First review before submitting to the Curriculum Review Committee)	
22.01.2021	Master of Sociology (First review before submitting to the QAC of the UGC)	
23.01.2021	Master of Data Science and Artificial Intelligence (Final review before submitting to the QAC of the UGC)	
04.02.2021	Master of Sociology (Second review before submitting to the QAC of the UGC)	
11.02.2021	Master of Sociology (Final review before submitting to the QAC of the UGC)	
Masters by Coursework and Research		
19.01.2021	Master of Science in Industrial Organic Chemistry (Final review before submitting to the Curriculum Review Committee)	SLQF Level 10
23.01.2021	Master of Science in Data Science and Artificial Intelligence (Final review before submitting to the QAC of the UGC)	

Senior Professor Samanthi Senaratne
Director/Centre for Quality Assurance
15.02.2021

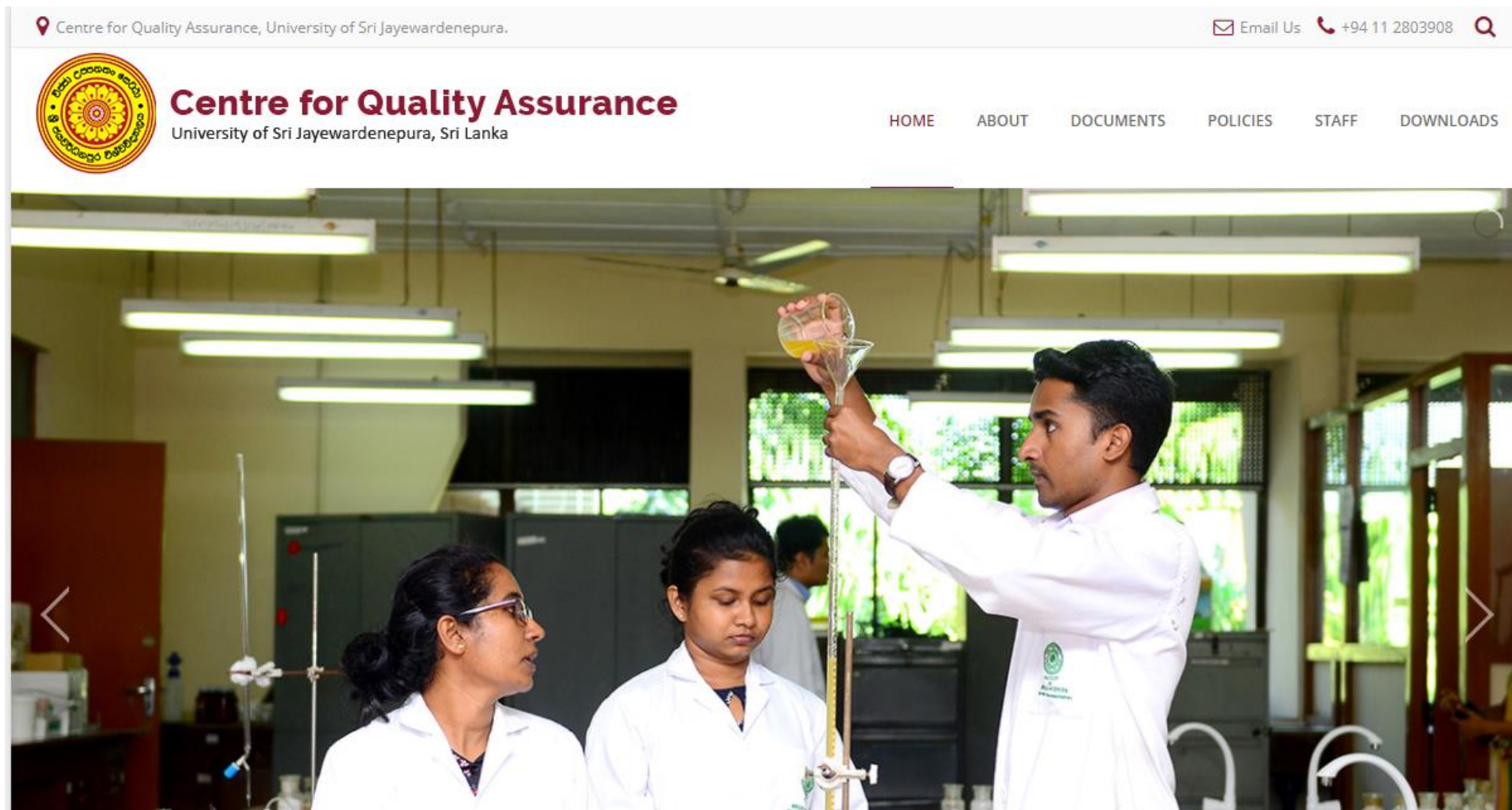


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Annex I





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University of Sri Jayewardenepura, Sri Lanka

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 Workshop on Development of Policies for USJP
 Programme Reviews of FHSS and FMSC



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- 1. [Format for submission of revised degree curricular for Senate approval through Curriculum Revision Committee of USJ](#)
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Annex II

Curriculum Review Committee (CRC) University of Sri Jayewardenepura (USJ) Terms of Reference

1. Introduction

The Curriculum Review Committee (CRC) of University of Sri Jayewardenepura (USJ) is a senate sub-committee that has been set-up to ensure that the study programs offered and planned by USJ conform to the national and university level educational policy framework and thereby to improve the quality of the standards of awards made by the USJ. These study programs will include certificate level to PhD level programs offered by USJ.

2. Responsibilities of the Committee

This committee is established to achieve the following objectives:

- To ensure that the study programs offered and planned by the USJ are in conformity with the national educational framework of the country
- To ensure that the study programs offered by institutes/faculties of study/centers/units of USJ fall in line with the mission, goals and strategies of the University Strategic Plan
- To assure that timely revisions are made to the study programs of USJ to accommodate the emerging developments in diverse disciplines, and educational methods and technologies
- To ensure maintaining the standard of awards made in the name of USJ

3. Composition

This committee is comprised of the following members:

- Vice Chancellor
- Director, Centre for Quality Assurance (CQA)
- Director, Postgraduate Institute of Management (PIM)
- Deans of Faculties of Study
- Director, External Degrees and Extension Courses Unit (EDECU)
- Directors/Coordinators of Centres/Units responsible for offering study programs
- A Senior Academic of PIM responsible for curriculum development and review
- A Senior Academic nominated by the faculty board of each faculty of study (The senior academic nominated preferably the Chairperson of the Curriculum Development Committee of the respective faculty)
- Deputy/Senior Assistant Register functioning as the Secretary CQA

The Vice Chancellor shall be the Chairperson of this committee. In the absence of the Vice Chancellor, the Director, CQA will chair the meetings of the committee.

The Secretary, CQA shall serve as the Convener/Secretary of the Committee.



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4. Functions of the Committee

This committee is expected to carry out the following functions:

- Establish the policy framework relevant to curriculum development and review of the University in line with the national quality assurance framework.
- Ensure that the revisions made to curricular of existing study programs of PIM/Faculties/EDECU and Other Centres/Units are in conformity with USJ 'Policy on Programme or Curricular Approval, Implementation, Monitoring, Review and Discontinuation' and 'Policy on Programme or Curricular Designing'.
- Ensure that the curricular of new study programs proposed by PIM/Faculties/EDECU and Other Centres/Units are in conformity with USJ 'Policy on Programme or Curricular Approval, Implementation, Monitoring, Review and Discontinuation' and 'Policy on Programme or Curricular Designing'.
- Make recommendations to the University Senate for the approval of revised curricular of existing study programs of PIM/Faculties/EDECU and Other Centres/Units.
- Make recommendations to the University Senate for the approval of the curricular of new study programs proposed by PIM/Faculties/EDECU and Other Centres/Units.

CRC should carry out these functions in consultation with the CQA of USJ.

5. Meetings of the Committee

This committee will meet on every third Thursday of the month at 1 p.m.

One third (1/3) of the membership of the Committee should present to conduct a meeting

Any member shall not be absent for three consecutive meetings without a valid reason

6. Submission of Documents to the Committee

The PIM/Faculties/EDECU and Other Centres/Units should submit the documents to the CQA of USJ as indicated below on or before the 15th day of a month:

- i. The revised curricular of existing study programs should be submitted using the format given in Annex 1 to this document. This format can be downloaded from <http://iqau.sjp.ac.lk/downloads>.
- ii. The curricular of new study programs should be submitted using the UGC prescribed formats for undergraduate and postgraduate programs, which can be downloaded from <https://www.eugc.ac.lk/qac/downloads.html>.
- iii. The curricular of new certificate, diploma and higher diploma programs should be submitted using the format given in Annex 2 to this document. This format can be downloaded from <http://iqau.sjp.ac.lk/downloads>.

The CQA will submit these documents to the monthly meetings of CRC with its observations. The proponent of the study program is requested to make presentation at the CRC highlighting its salient features.



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Annex III

Checklist of Documents Submitted to Curriculum Revision Committee on New Degree Programs

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Criteria		Indicate the availability (✓) (X)	Compliance/ Partial Compliance/ Non-Compliance (to be filled by CQA)	Remarks (to be filled by CQA)
1	Proposed Degree Program			
1.1	Name of the Degree Program in all three languages			English: Sinhala: Tamil:
1.2	Name of the Qualification in all three languages			English: Sinhala: Tamil:
1.3	Abbreviated Qualification			
2	Program Offering Entity			
2.1	University			
2.2	Faculty			
2.3	Department/s			
2.4	Mandate Availability			
3	Details of the Degree Program			
3.1	Background to the Program (Annex I)			
3.2	Justification (Annex II)			
3.2 a	Major stakeholder groups from whom views were obtained			
3.2 b	Survey/Questionnaire/Interview			
3.2 c	Results of Survey/Questionnaire/Interview			
3.3	Outcomes/Graduate Profile			
3.3 a	Objectives of the Degree Program			
3.3 b	Program Outcomes/Graduate Profile			
3.4	Admission Eligibility			
3.5	Admission Process			



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	3.6	Proposed Intake			
	3.7	Duration and Credit Load			
	3.8	Program Structure			
	3.9	Targeted SLQF Level			
	3.10	Program Content/Syllabus (Annex III)			
4	Teaching/Learning Methods (Annex IV)				
5	Assessment Strategy (Annex V)				
6	Resources Availability				
	6.1	Physical Resources			
	6.2	Financial Resources			
	6.3	Human Resources			
7	Panel of Teachers (Annex VI)				
8	Resources to commence operation of new degree programs, pending allocation of resources requested				
9	9 a	Exit points at different levels of the program			
	9 b	Qualification at exit points			
10	Any collaboration with another Department/Faculty or Institute outside universities				
11	Access to facilities outside the university				
12	Graduate membership in professional body after completion of the degree				
13	Reviewers' Reports (Annex VII)				
	13.1	Names of the two reviewers			
	13.2	Nomination by Senate (Annex VIII)			
	13.3	Reports of Reviewers attached			
	13.4	Recommendation of Reviewers comments incorporated			
14	Any other relevant information not stated above				
Recommendations (to be filled by CQA)					
	a	Recommended for next stage of processing			
	b	Recommended for next stage of evaluation subject to further improvements in the following areas			



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**Checklist of Documents Submitted to Curriculum Revision Committee on Revised Degree Curriculum
Centre for Quality Assurance
University of Sri Jayewardenepura**

Criteria		Indicate the availability (✓) (X)	Compliance/ Partial Compliance/ Non-Compliance (to be filled by CQA)	Remarks (to be filled by CQA)
1	Name of Qualification			
	1.1 Full name in English			
	1.2 Abbreviation in English			
2	Targeted SLQF Level			
3	Faculty/Institute			
4	Department (s) (if applicable)			
5	Details of Program of Study			
	5.1 Admission Requirements			
	5.2 Duration			
	5.3 Mode of Delivery			
	5.4 Credits			
6	Purpose and Scope of Qualification			
7	Attributes of Qualification Holders			
8	Program Learning Outcomes (Annex I)			
9	Program Structure (Annex II)			
Recommendations (to be filled by CQA)				
	a Recommended for next stage of processing			
	b Recommended for next stage of evaluation subject to further improvements in the following areas			

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Senior Prof. Samantha Senaratne
Director/CQA

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Date