

**Progress Report for Senate – Centre for Quality Assurance (CQA)**  
**(From 2<sup>nd</sup> half of February, 2022 to 1<sup>st</sup> half of March, 2022)**

**1. Policy on Occupational Health and Safety:**

The occupational safety and health policy of the University of Sri Jayewardenepura (USJ) is attached herewith for the approval of the Senate (Please Refer Annex I for the Policy). This policy specifies the principles and activities that promote the health and safety in the workplace of all categories of staff and in the educational process of all student groups. In this policy, all categories of staff refer to the academic, administrative, non-academic and academic support staff, and all student groups refer to postgraduate, undergraduate and extension program students of USJ. In the policy, the workplace of the academic staff will cover the activities conducted within as well as outside the university premises in relation to the teaching, learning and assessment of study programs offered by the University, and their research and community engagement activities. Similarly, the education process of the students refers to the teaching, learning and assessment, research and community engagement activities in relation to the study programs that they are enrolled in. This too includes the activities that they do both inside and outside the university premises. Hence, this policy broadly applies to all categories of staff and students of USJ, and describes the responsibilities as to their occupational health and safety, and measures taken in this regard at USJ.

**2. Concept Paper on Conduct of Internal Quality Assurance Reviews at the University of Sri Jayewardenepura:**

A concept paper developed to conduct internal quality assurance (IQA) reviews in the University of Sri Jayewardenepura (USJ) to assess the progress of its QA activities is presented herewith for the approval of the Senate. (Refer Annex II for the Concept Paper).

This will enable the University to assess the current level of its QA activities at both university level and study program level, and take necessary remedial actions. Further, this will also provide the basis for continuous QA at USJ, and sharing best practices among the Institutes/Faculties/Units of USJ responsible for academic programs. The university level assessment will be done by the CQA periodically based on the criteria and standards of the Institutional Review (IR) Manual, while the program level assessment will be done by the IQAC of the respective Institute/Faculty/Unit of USJ based on the criteria and standards of the Program Review (PR) Manual.

### 3. Workshops/Training Programs Conducted by CQA:

SN	Date	Topic	Resource Person	Participants
1	02.03.2022	Development of a Documentary Management System (DMS) for External Degree Program Review	Senior Professor Samanthi Senaratne, Director -CQA	Academic staff and non-academic staff of External Degrees and Extension Courses Unit, USJ
2	04.03.2022	Internal Quality Assurance	Senior Professor Samanthi Senaratne, Director -CQA	Certificate in Teaching in Higher Education (CTHE) 2022 intake of Lecturers (Probationary) conducted by the Staff Development Centre, USJ

### 4. Evaluated study programs:

The CQA evaluated the proposals of the following study programs revised based on the recommendations of the QAC of UGC.

<b>Bachelors</b>		
21.03.2022	Bachelor of Arts in Economics and Applied Information Technology (External) (First review before submitting to the CRC)	Level 05
<b>Bachelors Honours</b>		
18.02.2022	Bachelor of Arts Honours in Music (Direct Window) (Final review before submitting to the Senate)	Level 06
14.03.2022	Bachelor of Laws Honours (Final review after receiving comments from the Quality Assurance Council of the UGC)	
15.03.2022	Bachelor of Science Honours in Polymer Science and Industrial Management (Final review after receiving comments from the Quality Assurance Council of the UGC)	
17.03.2022	Bachelor of Arts Honours in Music (Direct Window) (Final review before submitting to the Quality Assurance Council of the UGC)	

<b>Masters Degree by Coursework</b>		
14.03.2022	Master of Buddhist Studies (First review before submitting to the CRC)	Level 09
<b>Masters Degree by Coursework and Research</b>		
14.03.2022	Master of Arts in Buddhist Studies (First review before submitting to the CRC)	Level 10
<b>New Department Establishments</b>		
08.03.2022	Department of Dance and Theatre Arts (Final review after receiving comments from the Quality Assurance Council of the UGC)	

Senior Professor Samanthi Senaratne  
 Director/Centre for Quality Assurance  
 25.03.2022