QUARTERLY REPORT ON CQA PROGRESS

University: University of Sri Jayewardenepura

Reporting period: April - June 2023

	Criterion	Details	Maximum score	Self-assessment
		Section 1. Establishment of CQA (10%)		
1.1	Appointment of a Director for the CQA	Parameters to be determined-TOR, qualifications, seniority, free of other responsibilities, method of advertisement for calling of applications, appointment to be made by the VC after evaluation of applicants' profiles by committee who would select the Director (members of committee to be determined)	01	01
1.2	Appointment of other members of CQA	Composition to be consistent with UGC guidelines	01	01
1.3	Availability of permanent office space for CQA	Location, size to be decided	01	01
1.4	Availability of furniture for CQA	Minimum to be decided. Provided from HETC	01	01
1.5	Availability of office equipment	Computer, printer, scanner given to each CQA from HETC. Others to be identified	01	01
1.6	Availability of internet and telephone facilities	Dedicated line necessary	01	01

	Criterion	Details	Maximum score	Self-assessment
1.7	Availability of permanent support staff	Permanent assistant registrar, administrative assistant, laborer necessary	01	01
1.8	Establishment of Faculty QA Cells to liaise with CQA	Space, location, approval of Faculty Board	01	01
1.9	Appointment of QA Cell Coordinators	Define the role and responsibilities of the QA Cell Coordinators at the faculty level	01	01
1.10	Define mode of liaison of Faculty Coordinators with Director/ CQA	Items to be reported to the CQA Director. Template for reporting QA Cell progress to be developed by QAC	01	01
	Subtotal		**10**	**10**
**Section 2. Institutionalization and operationalization of CQA (40%)**			
2.1	CQA will have its' By-laws / regulations	By-laws would be developed and approved by the University Council	04	04
2.2	CQA will have Operational Guidelines	The CQA will prepare their operational guidelines (by adopting the general guidelines developed by QAC and customized for the university's governance structure/organogram and specific implementation arrangement)	04	04

	Criterion	Details	Maximum score	Self-assessment
2.3	Will have a strategic development plan for internal quality assurance activities for 3 years	The Strategic Plan should be approved by the University Senate and Council and sent to the QAC for information	08	08
2.4	Will have annual work plan	Submitted to the University Senate and Council for approval before commencing a calendar year	04	04
2.5	Will have CQA annual budget	Will develop and have it incorporated in to University's recurrent budget	04	02
2.6	CQA will be established on university website and maintained	Regular updating will take place- dedicated service from University IT Center	04	04
2.7	Permanent agenda item in Senate meetings	Availability of a time slot for Director to report at the University Senate at every regular meeting. In the event that the Director is not a Senate member to request his/her participation as an invited member.	02	02
2.8	CQA (Director and Faculty Coordinators) will present the University QA strategy to the entire university community every year	Will occur at regular intervals (to be decided) as a series of seminars to academic, administrative, non- academic and support staff	06	06

	Criterion	Details	Maximum score	Self-assessment
2.9	Director permitted to circulate notices of QA activities in the University	Notices of meetings, workshops, seminars etc regarding quality assurance of other State and Non State Universities in order to be abreast of QA activities which enhance the educational experience of students -among staff members- academic, administrative, non- academic and support staff	04	04
	Subtotal		**40**	**38**
**Section 3. Implementation of QA mechanisms at university level (50%)**			
3.1	CQA to initiate and support preparation of SER for Institutional Reviews	Appointment of SER preparation team by the CQA committee, maintain repository of evidence for criteria and standards, development of a timeline and progress template, monitor progress of report development, adherence to the Manual of IR for State Universities in Sri Lanka	05	05
3.2	CQA to motivate and support Study Programs to prepare SERs for Program Reviews	Appointment of SER preparation team by the CQA committee in consultation with QA Cell of Faculty, maintain repository of evidence for criteria and standards, development of a timeline and progress template, monitor progress of report development, adherence to the Manual of PR for State Universities in Sri Lanka	05	05
3.3	CQA to provide necessary training and workshop	CQA will provide necessary training and workshops for the Self-Assessment Report preparation teams as well as other interested academics on the establishment of QA mechanism in universities, carrying out Self-assessment, and preparation of Self-Assessment Reports.	05	05

	Criterion	Details	Maximum score	Self-assessment
3.4	Motivate and support Study programs to showcase best practices in QA.	Develop mechanism to select best practices of QA. Provide assistance for presentation at national and international events/fora.	05	04
3.5	Develop relationships and liaise with international Agencies and Universities on QA activities.	Introduce such best practices and assist regarding adapting and adoption of such practices in QA where relevant	05	03
3.6	Report at the UGC Standing Committee on QA the quarterly progress of the CQA	Template to be generated by the QAC of the UGC to report on initiated and progressing activities – especially on the alignment of degree programs with the SLQF, new proposals (degree programs, Centres/Institutes) submitted for evaluation and innovative practices on QA adopted.	05	05
3.7	Submit an annual report of the CQA to the QAC, UGC	This should be according to the strategic plan developed by CQA.	05	05
3.8	The CQA will administer/ facilitate all meetings of the CQA and QA Cells	Set up dates annually, invite members for meetings, keep minutes, take necessary action on proceedings. Collect and archive minutes of QA Cells of Faculties and CQA	05	05
3.9	CQA to assist manual preparation on QA aspects in Faculties	Topics for manual preparation to be identified- laboratory equipment use and safety, reporting procedures of questionnaires/surveys- student feedback on courses, teacher evaluations, feed-back by staff and students on services – health, maintenance, landscaping, cleanliness etc.	05	05

	Criterion	Details	Maximum score	Self-assessment
3.10	The results of Institutional Review and Program Reviews and internal reviews, including student surveys, are made available to all staff and external stakeholders on the university web-site	CQA will liaise with QA Cells of Faculties to administer student surveys/feedback, stakeholder meeting proceedings and other such surveys and maintain in repository	05	02
	Subtotal		**50**	**44**
	Total for Sections 1, 2 and 3		**100**	**92**

Name of CQA Director: Professor R.B.Marasinghe

Signature of CQA Director: ………………………………………………………….

Date: 02.08.2023