

**Progress Report for Senate – Centre for Quality Assurance (CQA)
(From 2nd half of December, 2021 to 1st half of January, 2022)**

1. Management Guide, SOP on Finance and SOP on Examinations:

The final draft of the Initially Management Guide has been prepared by Mr. G. Piyaratna, Retired Former Registrar, Wayamba University of Sri Lanka, under the supervision of the Registrar of the University of Sri Jayewardenepura. Prior to the preparing of this guide, the several workshops and discussions were carried out by the Director, CQA of USJ with the Registrar, Bursar and the other relevant administrative officers of the University. Subsequently, the initial draft of the Management Guide was prepared and it was reviewed by the Director, CQA. This final draft will be presented by the Registrar at the Senate Sub Committee on Quality Assurance of the University, scheduled to be held on 27.01.2022.

Thereafter, it will be sent for the observations of PIM, all Faculties, EDECU, all the Divisions/Centres/Units as well as to the academic and non- academic Trade Unions of the University. After attending to these comments, the Management Guide will be presented to the approval of the Senate and the Council. Thereafter, it will be uploaded to the Quality Assurance Web Page.

The Director/CQA informed that the Standard Operational Procedure (SOP) on Finance, which was in absence at the last IR, has also been included in the Management Guide. The Standard Operational Procedure (SOP) on Examinations that has been prepared by Faculty of Applied Sciences would be adopted to the whole University.

The absence of these documents were cited as main concerns at the Institution Review (IR) of USJ held in 2017. These documents have been prepared considering the review recommendations to strengthen the administrative procedures of USJ.

2. Codes of Conduct for Academic and Non-academic Staff:

The ethical principles included in the Policy on Academic Ethics and Accountability will be adopted as the code of conduct for academic staff. Hence, this will satisfy the recommendation of the institutional review report to introduce a separate code of conduct for the academic staff.

Similarly, a code of conduct for the non-academic staff will be incorporated into the Management Guide of the University as an Appendix. Since, the Establishment Code has given specific references to the duties and responsibilities of non-academic staff, and it also covers all the financial and administrative functions, the code of conduct for non-academic staff covering ethical and moral principles for the non-academic staff will be developed based on these duties and responsibilities.

Once the Management Guide is approved by the Council, workshops could be conducted through the Staff Development Centre (SDC) of the University to educate the administrative and non-academic staff in this respect.

3. Quality Assurance (QA) in the Faculty Webpage and QA activities as an agenda item in the Faculty Boards:

QA activities have been included as a permanent agenda item in the meeting of faculty board in all faculties of the University. All internal quality assurance cells of faculties have been advised to have a separate section on quality assurance in the webpage of each faculty. However, at present only Faculty of Humanities and Social Sciences, Faculty of Applied Sciences and Faculty of Graduate Studies, have done their webpages on QA. In addition, PIM has created a separate section on QA in their web page.

4. The University Calendar:

The University Calendar prepared for USJ is presented herewith for the approval of the Senate. It is a composite document providing details of all institutes, faculties, divisions and units of the

University. It also provides the vision, mission, values and policies of the University with specific reference to the functions of Council, Senate, Faculty Board and other relevant policy making bodies. The absence of a University Calendar was a major concern at the last IR of the University held in 2017 though all information generally included in such document was available. Though there is no requirement from the UGC to prepare such document by the universities, the universities of Peradeniya, Kelaniya and Colombo have prepared a Calendar as a good practice. Accordingly, CQA prepared a University Calendar for USJ.

5. Policy on Occupational Health and Safety:

The draft policy on occupational safety and health of USJ has been prepared by the CQA. This policy defines the principles for the occupational health and safety in the workplace and the activities that promote the working capacity of all categories of its staff. It will be presented at the QA meeting of the University scheduled to be held on 27.01.2022.

6. Evaluated study programs:

The CQA evaluated the proposals of the following study programs, before submitting for the approval of the University Senate through the Curriculum Revision Committee (CRC) of USJ and the QAC of UGC.

Masters by Coursework		
31.12.2021	Master of Marketing (First review before submitting to the Curriculum Review Committee)	Level 09
Masters by Coursework and Research		
31.12.2021	Master of Science in Marketing (First review before submitting to the Curriculum Review Committee)	Level 10

7. Meetings attended:

The Director, CQA attended the following discussions forums.

BSc Estate Management and Valuation (EMV) External Examiner Review 2021 held on 10.01.2022 to present the QA strategy of the University.

Meeting with the Dean and members of Curriculum Revision Committee of Faculty of Medical Sciences held on 17.01.2022 to assist the allocation of credits for the subjects and modules of the MBBS degree program

Both these sessions were held via Zoom.

A handwritten signature in blue ink, reading "S. Senaratne", with a horizontal line underneath.

Senior Professor Samanthi Senaratne
Director/Centre for Quality Assurance
18.01.2022