

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

1. Common course code structure for Postgraduate Programs of the USJ:

A set of guidelines has been developed by the CQA to introduce a common code structure for the postgraduate degree programs of USJ, after the evaluation of the existing course codes of the postgraduate study programs offered by the University. These guidelines were presented at a meeting held on 21.09.2021 with the participation of the Director, Postgraduate Institute of Management (PIM) and the Chairpersons of Study Boards and Coordinators of both FGS and FMSC. It was decided to revise this proposed scheme based on the observations and suggestions made by the participants of the meeting. Subsequently, the final version was developed by the Faculty of Graduate Studies of the University with the concurrence of the CQA and it has been submitted for the approval of the Senate. The final version of the revised guidelines to introduce a common course code structure for the postgraduate programs of the USJ is attached herewith (Refer Annex I for the guideline).

2. Revised Quality Assurance Policy Manual:

The existing quality assurance (QA) policy manual was revised by the CQA and it is attached herewith for the approval of the Senate (Refer Annex II for the Revised Policy Manual). This manual was revised to reflect the changes taken place in the QA policy framework of the University Grants Commission (UGC) for Sri Lankan universities. This policy manual covers the aims of internal quality assurance; the details of the Senate Standing Committee on Quality Assurance (SSCQA); the composition, the responsibilities and the functions of the CQA of the University; the role of Internal Quality Assurance Cells (IQACs) of institutes/faculties/units of USJ, and the role of Administrative, Finance and Academic Support Divisions of USJ. The terms of reference of officers of the CQA were also revised and incorporated into this manual.

The revised manual was presented at the SSCQA Meeting of USJ held on 27.01.2022 and thereafter, shared with the IQAC Coordinators of institutes/faculties/units to obtain their comments. The first QA Policy Manual of the University was prepared in 2013 and it was subsequently revised in 2017. The CQA of USJ has the right to periodically revise this policy manual to suit the changes in the national level QA policies and procedures developed by the Quality Assurance Council (QAC) of UGC. Thereafter, the approval of the Senate and the Council of the USJ is obtained for this policy manual.

3. Revised Operating Guidance for Internal Quality Assurance Cells (IQACs) of institutes/faculties/units of USJ:

The existing Operating Guidance for IQACs of institutes/faculties/units of USJ was also revised and it is attached herewith for the approval of the Senate (Refer Annex III for the Revised Operating Guidance). This document was also revised to reflect the changes taken place in the QA policy framework of the UGC for Sri Lankan universities.

The revised operating guidance was presented at the SSCQA Meeting of USJ held on 27.01.2022 and thereafter, it was shared with the IQAC Coordinators of institutes/faculties/units to obtain their comments. The first Operating Guidance for IQACs of institutes/faculties/units of USJ was prepared in 2014 and it was subsequently revised in 2017. The CQA of USJ has the right to periodically revise this operating guidance to suit the changes in the national level QA policies and procedures developed by the QAC of UGC. Thereafter, the approval of the Senate and the Council of the USJ is obtained for the document.

4. Policy on Academic Ethics and Accountability:

USJ Policy on Academic Ethics and Accountability is attached herewith for the approval of the Senate (Refer Annex IV for the policy document). This policy document has been prepared as a generic document, which could be applied to any institute/faculty/unit of USJ. This policy covers the principles of ethics and accountability for academic staff of USJ and proposes a model to compute the work load and work norms of the academic staff. This policy document provides the basis to introduce an 'Academic Performance Model' in USJ in the future.

The final draft of the 'Policy on Academic Ethics and Accountability' was presented at the Senate Sub Committee on Quality Assurance (SSQA) meeting of the University held on 06.12.2021. Thereafter, it was sent again for the comments of the Deans and the QA Cell Coordinators of the faculties of study. The comments received at this stage was also incorporated into the final version of the policy document submitted for the approval of the Senate.

This policy document was prepared by a committee headed by Prof. Rasika Perera (Faculty of Medical Sciences). The other members of the committee are as follows:

1. Ms. Irosha Chandrasekara – Faculty of Humanities and Social Sciences
2. Prof. Dinithi Peiris – Faculty of Applied Sciences
3. Prof. S.T.W.S. Yapa – Faculty of Management Studies and Commerce
4. Dr. Thusitha Abeysekara – Faculty of Management Studies and Commerce
5. Eng. W.R.de Mel – Faculty of Technology
6. Dr. Thamara Amarasekara – Faculty of Allied Health Sciences

5. Policy on Occupational Health and Safety:

The Policy on Occupational Health and Safety of USJ was drafted specifying 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. Further, 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. This draft policy document was shared among the faculties for comments. Thereafter, this document was discussed in detail at a meeting held on 15.02.2022 with the IQAC Coordinators of faculties based on the comments received from the faculties. The final draft of the policy was prepared considering the comments received at the meeting and thereafter, it was sent to the IQAC Coordinators to discuss at faculties and inform the comments on or before 28.02.2022. It is expected to submit this policy document for the approval of the Senate in March 2022.

6. Management Guide of the University:

The final draft of the Management Guide of the University was presented by the Registrar at the SSCQA Meeting of USJ held on 27.01.2022. It was decided to incorporate the Standard Operating Procedures on Finance into the Management Guide and submit for the approval of Senate in March 2022.

7. Workshops Conducted by CQA:

SN	Date	Topic	Resource Person	Participants
1	21.01.2022	Constructive Alignment in Curriculum Development of MBBS Degree Program	Senior Professor Samanthi Senaratne, Director -CQA	Academic staff of Faculty of Medical Sciences
2	16.02.2022	Document Management System	Senior Professor Samanthi Senaratne, Director -CQA	Academic staff of Faculty of Allied Health Sciences

7. Evaluated study programs:

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

Bachelors Honours		
28.01.2022	Bachelor of Science Honours in Polymer Science and Industrial Management (Final review after receiving comments from the Quality Assurance Council of the UGC)	SLQF Level 06
31.01.2022	Bachelor of Arts Honours in Japanese (Final review after receiving comments from the Quality Assurance Council of the UGC)	
	Bachelor of Arts Honours in Chinese (Final review after receiving comments from the Quality Assurance Council of the UGC)	
	Bachelor of Arts Honours in French (Final review after receiving comments from the Quality Assurance Council of the UGC)	

Senior Professor Samantha Senaratne
 Director/Centre for Quality Assurance
 18.02.2022