

Progress Report for Senate - Centre for Quality Assurance (CQA)
(From 2nd half of November, 2021 to 1st half of December, 2021)

1. Policy on Academic Ethics and Accountability:

The final draft of the Policy on Academic Ethics and Accountability prepared the committee headed by Prof. Rasika Perera was presented at the Senate Sub Committee on Quality Assurance (SSQA) meeting of the University held on 06.12.2021. This policy covers principles of ethics and accountability for academic staff of USJ. Ethics and accountability are key factors that the society at large expects from any individual and more specifically from an academic in the University system. It is also of importance as students derive the basic tenets of ethical behavior and accountability in their educational experience and in their pursuit of knowledge taking the academic staff members as role models.

This policy document has been prepared as a generic document, which could be applied to any faculty of USJ. Upon reaching consensus of the faculties and the PIM for the main areas identified in this document, specific details would be discussed thereafter and added at the faculty level. Hence, the expectation of the Centre for Quality Assurance (CQA) is to develop a generic document where all could agree upon on the Principles of Academic Accountability. Thereafter, each faculty based on their specific requirements could suggest further improvements to this document. Accordingly, this policy will undergo three stages, as follows:

- Firstly, a common policy will be developed for the whole university
- Then specific details will be prepared by each faculty.
- Finally, a software will be developed for work load computation

This Policy covers the following areas.

- Ethics in the Profession
- Ethical Principles in University Teaching
- Ethical Principles in Research
- Academic freedom and accountability
- Workload and Work Norms Model

Workload and Work Norms Model:

The Policy presents workload and work norms model in detail, which incorporates Teaching, Research and Contribution to University and National Development. Accordingly, all academic members of the University should be accountable for the workload carried out and the contribution made to research, University and National development and these should be reported annually to the Faculty/University.

The contributions of the academic staff and the general guidelines on workload calculation and reporting is given in the Annexure 1 to the document under the following six areas as indicated below.

Area	Basis
1. Academic Workload	As contact hours
2. Academic Coordination	
3. Research Supervision	As information
4. Teaching Workload Weights	
5. Research & Development Workload Weights	
6. University and National Development Workload Weights	

2. Guidelines to introduce a common course code structure for postgraduate study programmes:

The guidelines to introduce a common course code structure for postgraduate study programmes was submitted to the SSQA held on 06.12.2021. (Annex I). This common course structure for postgraduate programs has been prepared to maintain consistency between the codes used for

undergraduate and postgraduate study programs offered by USJ. The proposed course codes will be effective from the next revision of curricular of the existing postgraduate degree programmes and for the new postgraduate degree programmes, in all the Faculties and the PIM.

3. Annual Work Plan -2022:

The following activities have been planned to complete in year 2022 as per the Institutional Review – Action Plan for 2018-2022 has been prepared by CQA.

Activities	Proposed Period
Finalization of the Policy on Academic Ethics and Accountability	January 2022
Introduction of a Code of Conduct for Academic Staff under the Policy on Academic Ethics and Accountability	January 2022
Development of the Management Guide for the University	February 2022
Introduction of a Code of Conduct for Non-Academic Staff as part of the Management Guide of the University	February 2022
Development of Standard Operating Procedures for Examinations	April 2022
Introduction of a Policy on Occupational Health and Safety	April 2022
Revision of the existing performance appraisal systems for academic and non-academic staff	July 2022
Conduct of an internal review based on the Institutional Review Manual	September 2022

Conduct of quality assurance workshops	On continuous basis and on demand
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4. Conduct of Quality Assurance Workshops

Faculty of Technology of USJ is one of the project members of Erasmus+ funded project titled "Curricula Enrichment delivered through the Application of Location-based Services to Intelligent Transport Systems / LBS2ITS". The project's overarching aim is the development of higher education curriculum in the field of Location-based Services and Intelligent Transport Systems. One of the compulsory workshops of the project is the quality assurance (QA) workshop, which was led by the Faculty of Technology. This workshop was held virtually on 16-17 November 2021. On behalf of the Faculty of Technology, Senior Prof. Samantha Senaratne (Director, CQA, USJ) delivered the key speeches on "Introduction of QA in SL higher education" and "Current procedures of QA in USJ."

5. Evaluated study programs:

The CQA evaluated the proposals of the following study programs, before submitting for the approval of the University Senate and the QAC of UGC. These reviews are undertaken prior to the submission of these proposals for the recommendation of the Curriculum Revision Committee (CRC) of USJ.

Bachelors Honours		
16.12.2021	Bachelor of Science Honours in Computational Chemistry (First review before submitting to the Curriculum Review Committee)	Level 06
Masters by Coursework		
17.11.2021	Master of Criminal Justice and Corrections (Final review before submitting to the Curriculum Review Committee)	Level 09

Establishment of Departments		
02.12.2021	Proposal for the establishment of Department of Dance and Theatre Arts (First review before submitting to the Quality Assurance Council of the UGC)	



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Director/Centre for Quality Assurance
21.12.2021