

Progress Report of the IQAC Activities - 2016- 2022

Internal Quality Assurance Cell, Sri Palee Campus, University of Colombo

The Internal Quality Assurance Cell (IQAC) was first established in Sri Palee Campus under the direction of Internal Quality Assurance Unit (IQAU) of Colombo University and the QAAC of the UGC in September, 2016. Since the inception of establishing the IQAC in Sri Palee Campus, it has actively been involved in implementing activities that enhance the quality of academic and allied services of Sri Palee Campus. The following were quality assurance activities that have annually been done by the IQAC and other sections monitored by the IQAC of the Campus.

Date/ Month/Year	Activity
IQAC Meetings conducted and other activities	
07 October 2016	The 1 st IQAC meeting was held and the committee comprising the Rector, all Heads of the four departments, and the Chair of the Curriculum Review Committee, discussed the future plans to be accomplished by the IQAC of Sri Palee Campus.
October 2016	The first TOR for IQAC was developed and approved by the Statutory Boards subsequently.
07 th November 2016	The 2 nd IQAC meeting was held.
30 th December 2016	The 3 rd IQAC meeting was held. The IQAC Budget for 2017 and the Action Plan for 2017 designed by the Coordinator of IQAC were presented. They were subsequently approved by the statutory bodies of the University.
January 2017	For the first time on Campus, the student mentoring program was commenced for first-year students. Before commencing the program, all staff members were assigned 6-8 freshers to mentor. A special meeting was conducted for all academic members to make them aware of this program and discuss their duties as a mentor. This mentoring program ran for about 6 months commencing from the date the freshers commenced their academic activities on campus. This is a continuous program done annually. Since 2018, this mentoring program is handled by the Student Counseling Office.
3 rd January 2018	Two workshops were conducted for academic and administrative staff members on the topic, “ <i>Introduction to Quality Enhancement of Higher Education</i> ” by the Director of the IQAU of Colombo University, Prof. Wipula Yapa, and “ <i>How Human Qualities Contribute to Professional Development</i> ” by Prof. Gominda Ponnampereuma, of the Medical Faculty of the University of Colombo.
January 2017	An Academic Mentoring Program where a senior faculty member mentors a junior faculty member about how to progress in their academic life was commenced in January 2017. Dr. K.V. Dhanapala was appointed as the Coordinator of the Academic Mentoring Program. A meeting was held with all academic members to launch this program on the 16 th of January.

	A TOR on the mentoring program and duties of mentors and mentees and “To Do” and ”No to Do” list by both mentors and mentees, developed by Dr. K.V. Dhanapala, the Coordinator of the Program was approved by relevant statutory bodies and distributed to among all academic members.
February 2017	A one-day Workshop on “ <i>Designing Courses aligning with the SLQF</i> ” organized by the IQAU of the University of Colombo, was held for all Heads of Departments, Course Coordinators. About 08 representatives from Sri Palee Campus participated in the workshop.
14 th March 2017	A one-day workshop on “ <i>Reviewing mechanisms to enhance student learning and our own lecturer effectiveness</i> ” was conducted for all academic staff members by Prof. Suki Ekarathne, at the Staff Development Center, University of Colombo, at the request of IQAC of Sri Palee Campus. 14 academic members including the Rector and four academic support members benefitted from this workshop.
9 th May 2017	The 4 th IQAC meeting was held.
June 2017	A full-day workshop was conducted by Prof. B.D. Nanadadewa for all academic and academic support members on how to write the Self-Evaluation Report of the undergraduate programs on the 12 th of June 2017.
	A half a day session workshop was conducted by Prof. B.D. Nandadewa on the 26 th of June 2017, to evaluate the edited Self-Evaluation Report of the undergraduate program of media studies offered by the Dept. of Mass Media.
July 2017	A new TOR of the IQAC was developed based on the TOR developed by the IQAU of the University of Colombo under the direction of the Vice Chancellor to maintain consistency among all IQACs of the University of Colombo. Accordingly, the Senior Asst. Librarian, the Chairperson of the Curriculum Review Committee, and the Chairperson of the Strategic Plan, in addition to all Heads of the Departments were included in the IQAC Committee. This TOR was subsequently approved by the statutory bodies of the University.
05 th July 2017	The 5 th IQAC meeting was held.
July 2018	A Special meeting was conducted for all academic staff members on the 17 th of July 2018, to monitor the progress of the Faculty–Student Mentoring Program and the Faculty–Faculty Mentoring program.
	A special IQAC meeting was held on the 19 th of July 2017, to finalize the common student feedback form and the peer evaluation form developed by the IQAC. Currently, these are being used by the two main departments to obtain students' feedback at the end of each semester and give effective feedback on junior staff members' pedagogical practices for further improvement.
29 th August 2017	The 6 th IQAC meeting was held.

20 th -24 th of September, 2017	The External Review of the Media Studies undergraduate Program was done by a three-member team appointed by the QAAC of the UGC. The ‘B’ grade was secured by the Media Studies undergraduate program. The IQAC facilitated the whole process of this review.
October 2017	As Sri Palee Campus was selected under the UNESCO Blended Learning Project to integrate blended learning into its Teaching, Learning, and Assessment (TLA) activities, a decision was made that this was done under the direction of the IQAC. Two staff members, Dr. K.V. Dhanapala and Ms. Sajitha Lakmali underwent 10 days training course conducted by the Staff Development Center and the University Colombo Computer School under the “Train the Trainer Program”. Dr. K.V. Dhanapala was appointed as the Coordinator of the Blended Learning Project of the Sri Palee Campus.
07 th November 2017	The 7 th IQAC meeting was held.
December 2017	The 8 th IQAC meeting was held on the 19 th of December 2017.
	The Action Plan and the IQAC Budget of the IQAC for the year 2018 developed by the IQAC Coordinator were finalized in this meeting. They were subsequently approved by the university statutory bodies.
	A Performance Score Card for the IQACs developed by the IQAU was reviewed and the progress of the IQAC of Sri Palee Campus was discussed.
20 th December 2017	A one-day workshop from 9.00 a.m. to 5.00 p.m. on “ Reviewing our work and improving professionalism in our work ” was conducted for all administrative and nonacademic staff members at the Kukuleganga Holiday Resort. Dr. K.V. Dhanapala conducted an interactive workshop on “ Reviewing our own professionalism ” from 1.30 am. to 4.30 p.m. About 80 (administrative and nonacademic staff) members benefitted from this program. The lectures, interactive workshops, group presentations, etc. were included in the program.
5 th and 12 th January 2018	The first two workshops on “ Writing a Successful Postgraduate Proposal ” were conducted by Prof. Jayadewa Uyangoda to improve writing successful research proposals for postgraduate studies specifically among the junior academic members. Upon the request of the IQAC, Prof. Uyangoda wrote the TOR for a series of workshops on the above theme specifically catering to the needs of the junior academic staff members of the campus who seek overseas training in higher studies.
March – July 2018	Two separate By-laws for the two main undergraduate programs for Media Studies and Performing Arts were developed aligning with the SLQF under the direct guidance of the IQAC. These By-Laws have been sent to Pre-Legislation Committee for its scrutinization/recommendation.

May 2018	The first full-day workshop on <i>‘Introduction to Blend Learning and Blended Learning Tools’</i> was conducted on the 4 th of May 2018 by Dr. Enosha Hettiarachchi, a Senior Lecturer of the UCSC for all academic and academic support members of the Campus.
May 2018	The 09 th IQAC meeting was held on the 24 th of May 2018.
1 st and 2 nd August 2018	The second and the third two full-day workshops on <i>“Designing a Blended Learning Course”</i> and <i>“Rapid B-Learning & Assessment: Tools to Develop B-Learning Resources Quickly and Easily”</i> were conducted by Enosha Hettiarachchi from the UCSC for all academic and academic support staff members of the Campus.
18 th June 2018	The 10 th IQAC meeting was held.
July –September 2018	The IQAC Coordinator, Dr. K.V. Dhanapala was appointed as a member of the five-member team of the Strategic Plan Committee of the IQAU of the University of Colombo. The team developed the Strategic Plan of IQAU of the University of Colombo for 2018 – 2021.
September 2018	The 11 th IQAC meeting was held on the 25 th of 2018.
8 th -11 th October 2018	The External Review of the Performing Arts undergraduate Program was done by a three-member team appointed by the QAAC of the UGC. The “B” grade was secured for the performing arts undergraduate program. The IQAC facilitated the whole process of this review.
October 2018	The fourth full-day workshop on <i>“Designing Interactive Blended Learning Activities for Specific Subjects in Mass Media, Performing Arts, Languages and Computer Studies”</i> was conducted on the 13 th of October 2018, by Enosha Hettiarachchi from UCSC and Dr. K.V. Dhanapala from Sri Palee Campus for all academic and academic support staff members of the Campus.
	The fifth full-day workshop on <i>“Evaluating Designed Blended Learning Activities and Designing BL Assessment Activities”</i> was conducted on the 20 th of October 2018, by Enosha Hettiarachchi from UCSC and Dr. K.V. Dhanapala from Sri Palee Campus for all academic and academic support staff members of the Campus.
	The sixth full-day workshop on <i>“Evaluating Designed Blended Learning Activities and Designing Interactive BL Activities”</i> was conducted on the 31 st of October 2018 by Dr. Enosha Hettiarachchi, a Senior Lecturer of the UCSC for all academic and academic support members of the Campus.
	The seventh full-day workshop on <i>“Evaluating Designed Blended Learning Activities and Planning Research Designs on Blended Learning”</i> was conducted on the 31 st of October 2018 by Enosha Hettiarachchi from the UCSC and Dr. K.V. Dhanapala from Sri Palee Campus for all academic and academic support staff members of the Campus.

04 th December 2018	The eighth full-day workshop on “ <i>Reviewing and Reflecting Implemented Blended Learning Activities</i> ” was conducted by Enosha Hettiarachchi from the UCSC and Dr. K.V. Dhanapala from Sri Palee Campus for all academic and academic support staff members of the Campus.
26 th of November 2018	The 12 th IQAC meeting was held. A template of recording academic lecturers’ work during the semester by each department developed by Dr. K.V. Dhanapala was confirmed by the Committee.
13 th of December 2018	<i>Symposium on Blended Learning for Quality Higher Education</i> was held with the participation of the UNESCO team. The Rector, Prof. Ranjan Hettiarachi, and Dr. K.V. Dhanapala, served as members of the Organizing Committee of the Symposium, and nine research papers from Sri Palee Campus staff were included in the symposium proceedings and three abstracts out of those nine research abstracts were presented in the symposium by Ms. Samantha Kumarapathirana and Mr. N.R. Hettiarachchi of the Department of Computer Studies and Ms. Sajitha Lakmali of the Department of Mass Media.
14 th of December 2018	The Rector, Prof. Ranjan Hettiarachchi, and the Coordinator of the UNESCO Blended Learning Project, Dr. K.V. Dhanapala participated in the BL symposium with the Special UNESCO Review Team and Dr. K.V. Dhanapala presented the progress report of the Blended Learning Project of Sri Palee Campus to the UNESCO Team.
18 th December 2018 - To September 2019	Under the direction of the former Vice Chancellor of the University of Colombo, the Faculty of Medicine initiated a training program on academic mentoring. Dr. K.V. Dhanapala, the Coordinator of the Academic Mentoring Program attended six workshops on academic mentoring.
15 th of March 2019	The 13 th IQAC meeting was held. A template for recording academic lecturers’ work during the semester by each department developed by Dr. K.V. Dhanapala was confirmed by the Committee. The IQAC Committee agreed with the suggestion and decided that the particular sectional Head of the non-academic section should attend the IQAC meeting on the invitation and present to the IQAC meeting a progress report of quality-related activities of their section.
25 th – 30 th of March 2019	Dr. K.V. Dhanapala and the Rector of the Campus, Prof. R.C.K. Hettiarachchi were funded by the University of Colombo to participate in the 15 th International Network for Quality Assurance Agencies in Higher Education (INQAAHE) Biennial Conference to be held from 25 th to 28 th March 2019 and the Annual Academic Conference of the Asia Pacific Quality Network (APQN) to be held from 29-30 March 2019 at the Bandaranaike Memorial International Conference Hall (BMICH) in Colombo, Sri Lanka.

24 th of May 2019	A special workshop on the academic mentoring program was conducted for all academic members of the Campus and the resource persons were Prof. W. Gunathunga from the Department of Community Medicine, Faculty of Medicine, University of Colombo, and Dr. K.V. Dhanapala, the Coordinator of the Academic Mentoring Program of Sri Palee Campus.
30 th May 2019	The 14 th IQAC meeting was held.
June 2019	Under the direction of the Quality Assurance Council of the UGC, a five-year action plan for the Performing Arts Degree Program was developed based on the external review report of the QAC and obtained the approval of the statutory bodies of the University of Colombo.
15 th July 2019	The 15 th IQAC meeting was held.
October 2019	As a step in improving the reporting of Sri Palee Campus activities accomplished by academic members, departments, and the entire campus, Dr. K.V. Dhanapala, the Coordinator of the IQAC developed a template for reporting activities to the Campus Board and got approval from the Administrative Meeting/IQAC committee. It is being used to report activities to the Campus Board held monthly.
June – October 2019	Under the direction of the Quality Assurance Council of the UGC, a five-year action plan for the Media Studies Degree Program was developed based on the external review report of the QAC and obtained the approval of the statutory bodies of the University of Colombo.
October 2019	A new student feedback questionnaire for the language courses offered by the Department of Languages was developed by the Department of Languages and is used currently to obtain students' feedback on the language courses at the end of each semester.
15 th November 2019	16 th IQAC Meeting was held. The Academic Mentoring Program was revisited after Dr. K.V. Dhanapala attended the training workshops conducted by the Medical Faculty, launched under the direction of the VC. Accordingly, the following senior academic members were selected to act as mentors for the junior staff of the campus, and their names were sent to the Medical Faculty AMP Coordinator to include in the university academic mentors' pool. Prof. Ranjan Hettiarachchi Dr. Tudor Weerasinghe Dr. Dharmakeerthi Sri Ranjan Dr. Sugath Senarath Dr. K.V. Dhanapala Dr. Wathsala Athukorala
November & December 2019	A comprehensive Manual for Academic Mentoring was developed by Dr. K.V. Dhanapala, the Coordinator of the Academic Mentoring Program of Sri Palee Campus, and approved by statutory bodies of the university. A booklet of this manual was printed and circulated among the academic members of the campus.

<p>December 2019 and January 2020</p>	<p>A mechanism for doing peer review of the lectures and obtaining student feedback at the end of each semester was developed by the committee headed by Dr. K.V. Dhanapala and comprising a representative member of all departments.</p> <p>Accordingly, student feedback from all lectures was collected during the period starting from the 16th of December 2019 to the 03rd of January, 2020. In addition, a peer review of lectures done by the Probationary, Temporary, and Visiting lecturers was also done during the period starting from the 16th of December, 2019 to the 03rd of January 2020. This mechanism could be continued from the next semester onwards more systematically.</p>
<p>February 2020</p>	<p>The 17th IQAC Meeting was held on the 11th of February 2020.</p> <p>A full-day workshop on “<i>Current Research Trends and Important Scholarly Studies Relevant to Your Field</i>” was conducted by Senior Professor, Arjuna Parakrama of the University of Peradeniya for all academic members of the campus on the 10th of February, 2020 from 10.00 am. to 5.00 pm.</p> <p>A full-day workshop on “<i>Preparing a Suitable Research Proposal, Including Streamlining a Research Area Appropriately for Postgraduate Study and Publication and/or Funding Applications</i>” was conducted by the Senior Professor, Arjuna Parakrama of University of Peradeniya for all academic members of the campus on the 17th of February 2020, from 10.00 am. to 5.00 pm.</p>
	<p>A special meeting with Prof. Nilanthi de Silva, the Director of the QAC of UGC was held on the 27th of February, 2020 with all IQAU Management Committee members after the IQAU Management Committee meeting at the Senate Hall. The main aim of her visit to the University of Colombo was to examine the quality assurance activities done by the University and specifically, the progress of the Action Plans prepared based on the program reviews. Dr. K.V. Dhanapala did a presentation on “Quality Assurance Programme of Sri Palee Campus with the Action Plans to Address the Recommendations of Last Programme Reviews” in a special meeting with the Director of QAC of the UGC, Prof. Nirmalee Pallewatte, the Director of the IQAU of the University of Colombo, and some representatives of IQAC Coordinators. The Rector and Departmental Heads also attended the meeting.</p> <p>A special workshop on the academic mentoring program was conducted for all academic members of the Campus on the 28th of February 2020 and the resource person was Dr. K.V. Dhanapala, the Coordinator of the Academic Mentoring Program of Sri Palee Campus. After her workshop on “Academic Mentoring & Sri Palee Campus AMP Program”, the printed “Manual of Academic Mentoring Program” prepared was distributed among all academic mentors for their reference.</p>

June 2020	<p>The 18th IQAC Meeting was held on the 23rd of June 2020.</p> <p>The brief analysis of the DREEM Survey which had been administered among the entire student population was presented in this meeting.</p>
	<p>Dr. K.V. Dhanapala attended the Program Reviewer Workshop conducted by the QAC of the UGC and CQA of Colombo University on the 16th of June 2020.</p>
	<p>All the Clerks of the departments were instructed on how to maintain files of their departments in an IQAC meeting held on the 23rd of June 2020.</p>
	<p>A Template of “Progress Report of Online Lectures” was developed and this template is used by academic members of each department to report their online lectures done during the semester.</p>
	<p>A workshop on “Awareness of Learning Management of System (LMS) for the Visiting Staff of the Department of Performing Arts on the 5th of June 2020.</p>
July 2020	<p>A special interactive workshop on "Enhancing the Academic Reasoning & Quality Improvement" was conducted on the 09th of July, 2020 from 9.00 am to 12.00 noon at the Research Center Auditorium organized by the IQAC of Sri Palee Campus. The Resource Persons were Dr. Tudor Weerasinghe, a Senior Lecturer in the Department of Mass Media of Sri Palee Campus, and Dr. K.V. Dhanapala, the Coordinator of IQAC of Sri Palee Campus.</p>
August 2020	<p>A full-day workshop on office management for all non-academic clerical-aligned grade staff members was conducted on the 12th of August 2020.</p>
	<p>A half-day workshop on “Positive Attitudes” for work aides of Sri Palee Campus was conducted on the 13th of August 2020</p>
	<p>The 19th IQAC meeting was held on the 25th of August 2020</p>
	<p>A student feedback form consisting of 24 items was developed to evaluate academic staff members’ online teaching and it is currently being used to obtain student feedback at the end of each semester.</p>
	<p>The analyzed student feedback for the 2nd Semester of 2019 was handed over to all heads to be distributed among academic members of their departments.</p>
	<p>Students' feedback was collected online and onsite as well for the 1st Semester of 2020.</p>
October 2020	<p>A mechanism was created to conduct online lectures more systematically for the second semester of 2020 with the implementation of the “Progress Report of Online Lectures” delivered by each academic member of the departments.</p>
	<p>The 20th IQAC meeting was held on the 26th of October 2020.</p>
	<p>The template for “Academic Workload” was improved by the Coordinator based on the previous academic workload template and was approved by the</p>

	IQAC.
November 2020	A workshop on issues related to online teaching and learning organized by the IQAC was conducted by Mr. Rajesh Hettiarachchi for all academic staff members of the campus on the 1 st of November 2020.
December 2020	A committee with all heads, most senior academic members and examination coordinators including the DR was appointed to prepare a “Manual for Examination Procedure” specifically related to Sri Palee Campus study programs.
	A workshop on a collection of student feedback questionnaires was organized by the IQAC Coordinator with the assistance of Mr. Rajesh Hettiarachchi for all academic and academic support staff members of the campus on the 31 st of December 2020.
January 2021	The 21 st IQAC meeting was held on the 11th of January 2021. The IQAC Action Plan for the year 2021 and the progress report for the year 2020 were presented in the meeting.
	A core set of questions for Undergraduate Student Feedback Questionnaires on a) Course Evaluation, b). Teacher Evaluation, c). Graduate Evaluation, and d). Learning Environment Evaluation was developed by a Committee representing IQAC Coordinators of the University of Colombo appointed by the Director of the CQA. Dr. K.V. Dhanapala, the Coordinator of the IQAC of the Sri Palee Campus also served as a member of this committee. This set of questionnaires was tabled in the Campus Board for its information.
	Student feedback for the 1 st semester was analyzed and the individual analyses of all departmental members were tabled by the IQAC Coordinator to be distributed among individual academic members by the Heads of the department for their review and further improvement.
	Three new applications were received by newly appointed staff members, Ms. P. T. K. I. Dharmasiri, Mr. L. M. A. K. Perera, and Ms. A. K. Sivalingam for the Academic Mentoring Program. Accordingly, the committee assigned a mentor considering the mentor’s willingness and the number of mentees previously assigned to the specific mentor. Thus, all three members were assigned to the proposed Mentor, Prof. Dharmakeerthi Sri Ranjan who was proposed by all of them as the third mentor.
February 2021	Ms. Anoma Dissanayake, a SAR from the University of Colombo was appointed to help draft the Manual of Examination Procedures of Sri Palee Campus and she and Dr. K.V. Dhanapala initially worked collaboratively to collect all information related to exams from different faculties.
March 2021	The 22 nd IQAC meeting was held on the 26th of March 2021 with the Rector, Prof. Prathibha Mahanamahewa.
	Student feedback for the 2nd semester of 2020 was collected using the online questionnaire developed by the IQAC members of the Sri Palee Campus.

	<p>A new application by a newly joined academic member, Ms. Thisaranie Kaluarachchi was received for the Academic Mentoring Program. Dr. K.V. Dhanapala, the first proposed mentor out of three mentors was assigned as the mentor of Ms. Thisaranie Kaluarachchi,</p>
	<p>A committee representing Heads of departments, Deputy Registrar, Asst. Registrar, Senior Assistant Librarian, and three members from the Mass Media and Performing Arts Departments were appointed to write the SER of Sri Palee Campus and prepare for the upcoming Institutional Review.</p>
	<p>The Status Assessment of the Implementation of Recommendations of the Institutional Review Report of 2016 sent by the CQA Director of the University of Colombo was reviewed by the IQAC Committee related to Sri Palee Campus. Respective Heads of Departments, DR, AR, DB, AB, and the Engineer were given the responsibility to take action on the items that are related to them.</p>
	<p>Five sessions of the first human library seminar series were planned by the SAL, Dr. Wathsala Athukorala, and the first session was conducted by the resource persons, the Rector of Sri Palee Campus, Prof. Prathibha Mahanamahewa and Dr. Tudor Weerasinghe on the 31st March 2021.</p>
May 2021	<p>The 23rd Internal Quality Assurance Cell of Sri Palee Campus was held on the 20th of May 2021.</p>
	<p>A workshop on “Restructuring the Syllabi of Undergraduate Programs Aligning with the Sri Lanka Qualification Framework” (under AHEAD Project) was conducted by Prof. Upali Mampitiya (Department of Mathematics, Faculty of Natural Sciences, Open University of Sri Lanka) on the 11th of May, 2021 from 10.00 am to 12.00 pm and by Prof. B.D. Nandadewa (Department of Fine Arts, University of Kelaniya) on the same day from 12.00 to 1.30 pm.</p>
	<p>A workshop on “Restructuring the Syllabi of Undergraduate Programs of Sri Palee Campus” was conducted by "Prof. Arjuna Parakrama (Department of English Faculty of Arts - University of Peradeniya), Dr. Sunil Wijesiriwardena, and Dr. Dharshi Thoradeniya (Senior Lecturer (II), Department of History. Faculty of Arts University of Colombo) on the 19th of May, 2021 from 10.00 am to 12.00 pm.</p>
	<p>A workshop on “Turnatin” was conducted by Dr. Wathsala Athukorala, Senior Assistant Librarian for the academic staff of the campus on the 20th of May 2021 from 9.00 am to 12.00 noon.</p>
	<p>A Workshop on “Restructuring the Syllabi of Undergraduate Programs of Sri Palee Campus” was conducted for all academic staff of the campus on the 21st of May 2021 from 10.00 am - 01.00 pm to discuss the structure of the courses to be offered by each department.</p>

	<p>A workshop on “Restructuring the Syllabi of Undergraduate Programs of Sri Palee Campus” was conducted on the 28th of May 2021 from 09.00 am - 12.30 pm for all academics of Sri Palee Campus to finalize the structure of the courses to be offered by each department.</p>
	<p>A committee representing all Heads of the departments, Examination Coordinators of each department, one departmental representative, and the DR were appointed to discuss the content of the draft of the Manual of Examination Procedures and the new content specific to the Sri Palee Campus to be included into the manual and finalize it before presenting it to the recommendation of the Campus Board and the approval of the Senate.</p>
July 2021	<p>The 24th Meeting of the Internal Quality Assurance Cell of Sri Palee Campus was held on the 19th of July, 2021.</p>
	<p>The Manual of Examination Procedures of the Sri Palee Campus was finalized and sent to the Campus Board for its recommendation.</p>
	<p>After about five meetings with the Committee, the Self-Evaluation Report of the Institution Review for 2021 was completed.</p>
	<p>A workshop on "How to access databases" was conducted by Dr. Wathsala Athukorala, Senior Assistant Librarian of the Campus for the final year students, and a workshop on “Plagiarism” for junior lecturers.</p>
	<p>Two Student Feedback Questionnaires on the Evaluation of the Program of study and Learning Environment with 25 items each were developed by the IQAC of Sri Palee Campus based on the generic questionnaires developed by the IQAC Coordinators’ Committee appointed by the Director of the CQA of the University of Colombo.</p>
August 2021	<p>A workshop on “Designing the Syllabi of Undergraduate Programs Aligning with the Sri Lanka Qualification Framework” was conducted by "Prof. Gominda Ponnampereuma, Head, Department of Medical Education, Faculty of Medicine, University of Colombo," for all academic members of the campus on the 19th August 2021 from the 09.00 am - 1.00 pm.</p>
September 2021	<p>The 25th Meeting of the Internal Quality Assurance Cell of Sri Palee Campus was held on the 21st of September, 2021 on zoom.</p>
	<p>A new TOR of IQAC of the Sri Palee Campus was developed and recommended by the IQAC committee. This was developed considering the participation of Coordinators of newly established academic units of the campus, in the IQAC Committee.</p>
	<p>A workshop on "Reconsideration of the Syllabi of Undergraduate Programs prepared in accordance with the Sri Lanka Qualification Framework~ was conducted by Prof. Upali Mampitiya (Department of Mathematics, Faculty of Natural Sciences, Open University of Sri Lanka) for all academic members of the Department of Mass Media on the 24th of September, 2021 from 08.00 am - 10.00 am.</p>

	<p>A committee representing Mass Media and Performing Arts Departments was appointed to assist in analyzing student feedback related to the Program Evaluation and Academic Environment of the Final Year students. Ms. Anusha Sivalingam, and Mr. Amila Lokumannage representing the Department of Mass Media and Mr. Dilan Sulalith and Mr. Imal Rangana representing the Department of Performing Arts were appointed as members of the committee.</p>
	<p>Two meetings on how to analyze the final year students' feedback on program evaluation and the learning environment and to write up the analyses were conducted by the IQAC Coordinator for assigned staff members of the Departments.</p>
	<p>Two junior lecturers, Ms. Nanaya Suraweera and Mr. Nuwan Maddumabandara, and two Coordinators, Mr. Damith Iddamalgoda and Mr. Amila Lokumannage were appointed to represent each department to report the SDGs of the Campus activities. The Curator, Mr. Ajith Ranasinghe was appointed as the Convener and the main Coordinator of the SDG meetings.</p>
	<p>Two Human Library Programs by Dr. Sampath Punchihewa, the Dean of the Law Faculty, and Dr. Ruwan Gamage from the NILIS were conducted for first-year students.</p>
	<p>Two workshops for the Final year students on 'Referencing Styles' at the request of the Department of Mass Media were conducted by the Senior Assist. Librarian, Dr. Wathsala Athukorala.</p>
October 2021	<p>The final year students' feedback on Program Evaluation and Learning Environment with regard to Mass Media and Performing Arts programs was analyzed and submitted to the Campus Board for its observation.</p>
	<p>The new TOR of the IQAC of Sri Palee Campus was submitted to the 187th Campus Board held on the 18th of October 2021 for its recommendation.</p>
	<p>A special meeting with Heads and the members appointed by the Heads of the Departments was conducted by the IQAC Coordinator to discuss about the activities related to the SDGs that the departments are involved in and how to report them to the Campus Board and the University of Colombo.</p>
	<p>Documents and videos related to SDGs of Sri Palee Campus academic and administrative activities were prepared with the support of the IQAC Coordinator and the assigned members and sent to the International Unit of the University of Colombo.</p>
November 2021	<p>The 26th IQAC meeting was held on the 09th of November, 2021 at 11.30 a.m. - via Zoom.</p>

	<p>A new Student feedback questionnaire with 25 items on four themes namely Learning outcomes, Teaching learning methods, Presentation/Delivery of Lectures and Assessments, and feedback based on the generic questionnaire with 16 items developed by the Committee appointed by the Director of the CQA was developed by the IQAC committee of Sri Palee Campus and translated into Sinhala. This was administered online to collect students' feedback at the end of the 1st-semester lectures.</p>
	<p>A web page on the Campus website for reporting activities related to Sustainable Development (SDG) initiated by the Campus was launched by the Chief Guest, Mr. Dinesh Gunawardhana, and the Minister of Higher Education at the declaring opening of the new Administrative Building.</p>
December 2021	<p>The students' feedback analysis on individual lecturers regarding the first semester was collected.</p>
January 2022	<p>The 27th Meeting of the Internal Quality Assurance Cell of Sri Palee Campus was held on the 09th of January, 2022. New members according to the new TOR developed and approved by statutory bodies attended this meeting. The progress report of the IQAC of the previous years and the action plan for 2022 was presented in the meeting.</p>
	<p>According to the Director of the Center for Quality Assurance of the University of Colombo, the student feedback analyses, and questionnaires used for collecting feedback were uploaded into a specific folder link provided by the Director of the CQA of the University of Colombo.</p>
	<p>A Chief Examination Coordinator appointed from among the academic members to coordinate the examination procedures and monitor if the examination procedures are followed according to the guidelines and releasing results on time was appointed as an IQAC Committee member.</p>
March 2022	<p>The 28th Meeting of the Internal Quality Assurance Cell of Sri Palee Campus was held on the 25th of March, 2022.</p>
	<p>The students' feedback collected on individual lecturers conducted during the first semester was analyzed and handed over to the Heads of Departments to be distributed among the academic staff of their respective departments for their review and further actions.</p>
	<p>A new application by Mr. Damitha Iddamalgoda from the Department of Performing Arts was received for the Academic Mentoring Program of the Campus and Dr. K.V. Dhanapala was appointed as his Mentor out of the three mentors he had proposed in his application.</p>
May 2022	<p>The 29th Meeting of the Internal Quality Assurance Cell of Sri Palee Campus was held on the 23rd of May, 2022.</p>

	<p>The Graduate Profile of the Campus was prepared with the preparation of the strategic plan 2021-2025 as recommended by the previous IR review team. . This graduate profile will be used as a template for preparing the graduate profiles of each department of the Campus.</p> <p>Preparing job descriptions of all categories of staff on the Campus was assigned to Ms. Deepthi Bandara, the Assistant Registrar of the campus as recommended by the External Reviewers of the previous Institutional Review of the University of Colombo.</p>
July 2022	<p>Final year Students' feedback on Program Evaluation and Academic Environment of both the Mass Media and Performing Arts Departments was collected.. Students' feedback for all lectures for the second semester was collected.</p>
August 2022	<p>The 30th Meeting of the Internal Quality Assurance Cell of Sri Palee Campus was held on the 23rd of August, 2022. The Coordinator/IQAC submitted a memo to the Campus Board regarding Domain Coordinators and the Committee Members who are responsible to collect evidence related to the Institutional Review.</p> <p>The Graduate Profile of the Campus prepared with the preparation of the strategic plan 2021-2025 as recommended by the previous IR review team was presented to the Campus Board.</p> <p>Four meetings were conducted by the IQAC Coordinator, for both academic, academic support, administrative, and non-academic staff members of the entire campus to make them aware of the Institutional Review, the responsibilities of the staff, and how to collect the evidence related to each criterion, and how to create folders and subfolders to include evidence related to 10 criteria of the Institutional Review of the University of Colombo.</p> <p>The feedback for the Orientation Program was collected and analyzed.</p>
September 2022	<p>Dr. K.V. Dhanapala, Ms. Kumesh Prabhashini, and Ms. Woshika Ruvini had a meeting on 19th September 2022 and write codes for the evidence among 10 criteria according to the newly revised Institutional Review Criteria and distributed among all the staff for collecting evidence.</p>
October, 2022	<p>Ms. Kumesh Prabhashini, Ms. Sanjula and Dr. Dhanapala visited all sections and departments of the Campus to examine the collected evidence on 07th October 2022. Accordingly, some weaknesses were found and the team instructed the relevant staff members on how to correct them.</p>
November 2022	<p>The 31st Meeting of the Internal Quality Assurance Cell of Sri Palee Campus was held on the 15th of November, 2022.</p>

	Final year Students' feedback on Program Evaluation and Academic Environment of both the Mass Media and Performing Arts Departments was analyzed and presented to the IQAC.
	Students' Feedback for all lectures conducted during the second semester was analyzed and presented to the IQAC.
	A template for reporting all memos presented to statutory bodies was prepared by the IQAC Coordinator and approved by the Administrative Committee and are used by all sections of the Campus.
December 2022	Evidence related to the 10 criteria of the Institutional Review was collected from all Departments and Divisions and uploaded to the link provided by the University of Colombo.
	Students' feedback for all lectures of the first semester was collected.
Other Related Activities	
2016- 2022	Before the syllabus revision (aligning with the SLQF and Subject Benchmark Statements) of all departments, all staff members were trained on how to write course descriptions, modules, or units using constructive alignment through different workshops conducted within the departments, campus, and university levels.
2016- 2022	All matters related to campus activities such as strategic plans, action plans and exam issues, work norms, and other allied services are constantly discussed by the IQAC Committee in the meetings, and actions are taken where necessary to improve the quality of such services.
Each month continuous	The Rector and the IQAC Coordinator of Sri Palee Campus regularly attend the CQA Management Committee Meetings held monthly at the University of Colombo with the Vice Chancellor as the Chair, CQA Director, Directors do Institutes and Schools, Deans of the Faculties, and all IQAC Coordinators of the Campus, Schools, Institutes, and Faculties report the progress of IQAC activities of the entire university, discuss other related issues regarding quality assurance, make decisions regarding the improvement of quality assurance activities of the university, and share the best practices among faculties, schools, campus, and institutes.
	The IQAC coordinator regularly attends additional meetings conducted by the Director of the CQA to discuss and prepare IQAC strategic plans, action plans, and other related documents and discuss other quality measures of the university.
	In addition, comments on different drafts of the manuals, policies, procedures, reports, strategic and action plans, and so forth are sent to the CQA of the University of Colombo whenever such comments are requested by the CQA and the University of Colombo.

	All unit coordinators report their progress of the syllabus revision whereas heads report TLA (Teaching, learning, and assessment) the activities of the respective Departments of the Campus as a mechanism to monitor their progress and gain feedback to further improve the quality of the specific activities administered by them.
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Prof. K. V. Dhanapala,
Coordinator, IQAC,
Sri Palee Capus
03.02.2023