

Faculty of Technological Studies

University of Vavuniya

Progress Score Card of FQAC 2024

Reporting Period: January -December- 2024

No	Criterion	Description	Maximum Score	Self-Assessment
Section 1: Establishment of FQAC (10%)				
1.1	Appointment of a coordinator for the FQAC	Duties and responsibilities method and duration of appointment coordinator for the IQAC has been appointed with developed TOR with effective	1	1
1.2	Appointment of members to the committee of FQAC	Members of the committee of IQAC appointed as per the internal quality enhancement system and framework of uov	1	1
1.3	Availability of permanent office space for FQAC	Office space is assigned	1	1
1.4	Availability of furniture for FQAC	Furniture is allocated	1	1
1.5	Availability of office equipment	Equipment is allocated	1	1
1.6	Availability of Internet and telephone facilities	Wi-Fi is available	1	1

1.7	Availability of permanent support staff	Faculty assistant registrar is serving as secretary to FQAC. There is a temporary management assistant.	1	0.5
1.8	Mode of liaison of FQAC coordinators with director/ CQA.	Meeting minutes and reports are sent to the CQA regularly. The coordinator serves in the Senate subcommittee of the university CQA.	3	2
Subtotal			10	8.5
Section 2: Institutionalization and Operationalization of FQAC (40%)				
2.1	presence of FQAC related by-laws or regulations.	Adapt with BY-laws of CQA which was approved by University council.	4	3
2.2	Operational guidelines are available	The governance structure/organogram of the faculty and universities are available. The FQAC and all the subcommittees in the faculty function as per their respective TOR and policies of the university.	4	3
2.3	A 5-years strategic plan for FQAC activities is available	Date of recommendation by the faculty board: Date of approval by senate and council: Date of delivery at the CQA:	8	1
2.4	Annual work plan of FQAC is available	Annual action plans updated every year in line with strategic plan	4	1
2.5	Annual budget for FQAC activities is available	Annual budget for FQAC activities is available budget for 2024/2025 is to be approved by the faculty board. The training activities are financed under the budget allocation to SDC.	4	1

2.6	FQAC webpage is established on university website and maintained.	A well-developed website of the FQAC is linked to official website of the facility and it is updated regularly.	4	2
2.7	Permanent agenda item in the faculty board meetings.	There is a permanent agenda item in the faculty boards meetings, where FQAC coordinator reports progress of activities related to QA	2	2
2.8	Faculty QA strategy is presented to the entire faculty members regularly.	The minutes of the FQAC meeting are reported regularly at the faculty board. All the minutes are available at the website of the FQAC.	6	4
2.9	FQAC coordinator is permitted to circulate notices of QA activities within the faculty	FQAC coordinator circulates notices of meetings, internal circulars and information about national and international workshops, seminars, awards, conferences, publications related to QA.	4	3
Subtotal			40	20
Section 3: Implementation of QA mechanisms at Faculty level (50%)				
3.1	FQAC initiates and supports study programs to prepare SERs for programme reviews	FQAC provides full support to SER preparation teams and persons in charge to collect evidences. FQAC conducted several workshops to educate members of the faculty about the QA process, and the manual of PR for state universities in Sri Lanka and SLQF. FQAC alerts and monitors the progress in the QA related activities. FQAC also maintains evidences for all standards with a proper coding system.	5	2
3.2	FQAC assist the CQA to prepare SER for institutional review	FQAC and faculty members assisted the CQA to prepare SER for institutional review and collect evidences for standards of IR to the CQA.	5	3

3.3	FQAC provides necessary training on QA mechanisms to faculty members in liaison with CQA and SDC.	FQAC conducted several information sessions and workshops to educate members of the faculty about the QA mechanism and preparation of SCRs in liaison with CQA and SDC.	5	2
3.4	FQAC motivates and supports study programs to showcase best practices in QA.	The FQAC takes initiative to introduce or review any good practices and presents that through faculty board.	5	3
3.5	realises with other FQAC in the university and CQA on QA activities	FQAC liaises and exchanges ideas with the other FQACs directly and through CQA.	5	3
3.6	FQAC reports quarterly progress to the senate standing committee on QA of UOV	Progress reports and minutes of the meeting are submitted to CQA regularly.	5	3
3.7	FQAC submits an annual report to the CQA.	The FQAC has submitted annual reports to CQA.	5	5
3.8	The committee of FQAC conducts regular meetings	FQAC conducts meetings regularly and meeting minutes are reported to faculty board and CQA after approval of the board.	5	4
3.9	FQAC assist manual preparation on QA aspects in faculties.	FQAC took initiatives to prepare questionnaires for student feedback, peer evaluation, graduates exit survey in line with the code of best practices. member of FQAC is serving in the subcommittee setup by the CQA to prepare manual for IPR.	5	4
3.10	Reports of external and internal program reviews, including student surveys, are made available to all staff and the external stakeholders on the faculty web site	SER and reports of external program reviews questionnaires for student feedback peer elevation graduates exit survey are made available to all staff and external stakeholders on the IQAC website	5	2
Subtotal			50	31
Total			100	59.5

Coordinator/FQAC, Faculty of Technological Studies.