



# Standard Operating Procedures



**Internal Quality Assurance Cell (IQAC)**  
**Faculty of Fisheries and Marine Sciences & Technology**  
**University of Ruhuna**

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# Vision and Mission of the Faculty of Fisheries and Marine Sciences & Technology

## Vision of the Faculty

“To be the Centre of excellence for Fisheries Science, Marine Science, & Water Technology Education and Research in Sri Lanka

## Mission of the Faculty

“To produce outstanding internationally accredited graduates in the fields of Fisheries, Aquaculture, Limnology, Water Technology, Oceanography and Marine Geology”



## Scope

Enhancing and fortifying the quality aspects of academic programs and administrative procedures of the Faculty.

## Role and responsibilities of IQAC

- Commit to improving the quality standards of academic and administrative activities of the Faculty
- Review the recommendations of the Curriculum Development and Monitoring Committee (CDMC) of the Faculty on curriculum revision
- Evaluate the proposals for new degree programmes/diploma/ certificate courses submitted by the Faculty
- Prepare the Faculty for programme and institutional reviews conducted by the Quality Assurance Council (QAC) of UGC
- Prepare an action plan in response to the programme and institutional reviews recommendations and monitor the progress
- Make recommendations to the Faculty Board to uplift the status of the Faculty by considering the stakeholder feedback, statistics and other information
- Cooperate with the SSCQA to uplift the quality aspects of the Faculty and the University.

## Contact Information

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## Preface

This document includes Standard Operating Procedures (SOPs) for the activities/ processes conducted by the IQAC of the Faculty of Fisheries and Marine Sciences & Technology. It was developed by the IQAC after discussing at its several meetings and following members were contributed.

<b>Name of the Person</b>	<b>Position</b>
Prof HB Asanthi	Chairperson, IQAC
Dr UAD Jayasinghe	Former Chairperson, IQAC
Prof RA Maithreepala	Member, IQAC
Dr KR Gamage	Member, IQAC
Dr SS Herath	Member, IQAC
Dr KSS Atapaththu	Member, IQAC
Dr RGMN Thilakarathne	Member, IQAC
Mrs RGA Iroshinie	Member, IQAC
Mrs RDN Wijesinghe	Member, IQAC
Dr HLK Sanjaya	Member, IQAC

# 1. SOP 1. Conducting IQAC meetings

## 1.1 Standard Operating Procedure

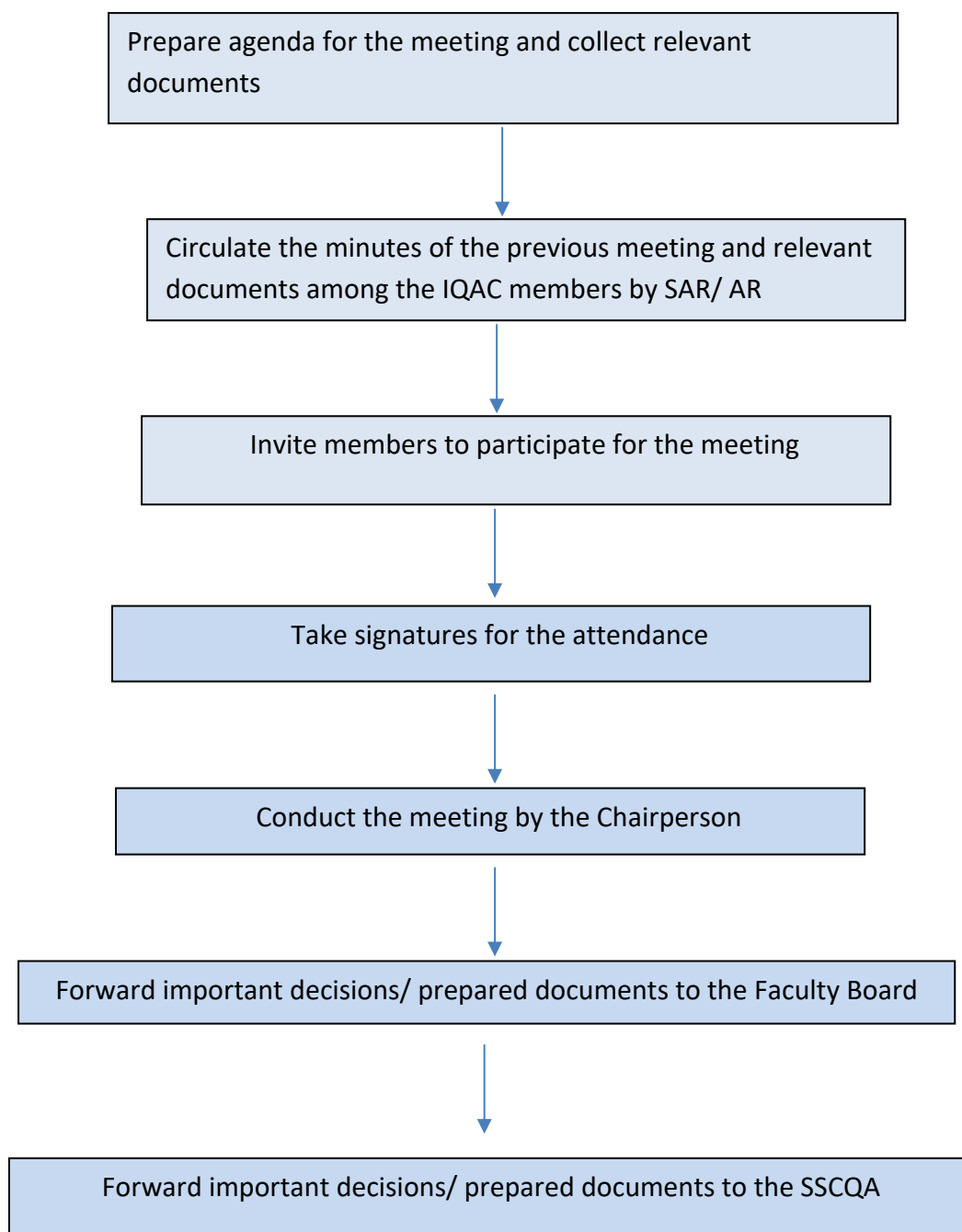
SOP 01

Office	:	IQAC/FoFMST	Responsibility : Chairperson/ IQAC Delegated Responsibility: SAR of the Faculty
Task	:	Conducting meeting	Time Frame: Once a month with a minimum of ten per year
Purpose	:	Making decisions and coordinating with Faculty Board and SSCQA	
Procedure	:	The process includes the following steps :	
	Step 1 :	Prepare agenda before one week for the meeting and collect relevant documents	
	Step 2 :	Circulate the minutes of the previous meeting and relevant documents among the IQAC members (at least three days before the date of the meeting) by SAR/ AR of the Faculty	
	Step 3 :	Invite members to participate in the meeting by SAR/ AR of the Faculty	
	Step 4 :	Take signatures from the attendees	
	Step 5 :	Conduct the meeting by the Chairperson	
	Step 6 :	Forward important decisions/ prepared documents to the Faculty Board	
	Step 7 :	Forward Confirmed minutes/ prepared documents to the SSCQA	
Linking References:		UGC Circular No 09-2019	
Workflows/ Flowcharts:		Page 2	
Revisions made on:		14.08.2024	

## 1.2

## Flow Chart Diagram of SOP 1

### Conducting IQAC meetings





## 2. Preparing new documents related to the QA activities of the Faculty

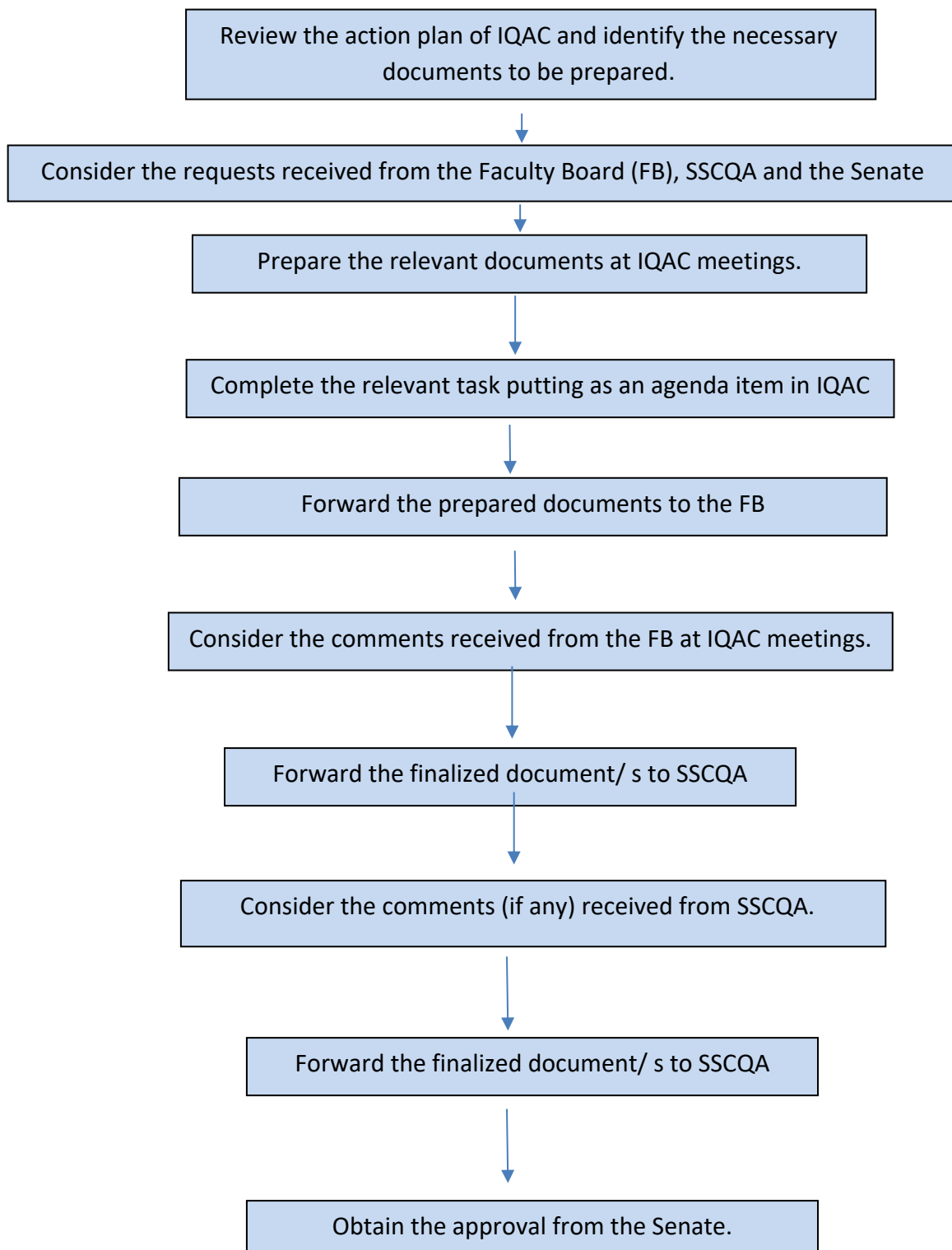
### 2.1 Standard Operating Procedures

SOP 02

Office	:	IQAC office	Responsibility : Chairperson/ IQAC Delegated Responsibility: SAR of FoFMST
Task	:	Preparing new documents related to the QA activities of the Faculty	Time Frame: Requirement basis
Purpose	:	Regulating matters related to the QA activities of the Faculty adhering to the guidelines/ circulars of the University and responding to the SSCQA.	
Procedure	:	The process includes the following steps :	
	Step 1 :	Review the action plan of IQAC and identify the necessary documents to be prepared.	
	Step 2 :	Consider the requests received from the Faculty Board (FB), SSCQA and the Senate on the preparation of new documents (guidelines, Policy documents etc.)	
	Step 3 :	Prepare the relevant documents at IQAC meetings.	
	Step 4 :	Complete the relevant task by putting it as an agenda item in IQAC meetings.	
	Step 5 :	Forward the prepared documents to the FB for obtaining comments/ recommendations.	
	Step 7 :	Consider the comments received from the FB at IQAC meetings.	
	Step 8 :	Forward the finalized document/ s to SSCQA	
	Step 9 :	Consider the comments (if any) received from SSCQA.	
	Step 10:	Obtain the approval from the Senate.	
Linking References:		UGC Circular No 09-2019	
Workflows/ Flowcharts:		Page 4	
Revisions made on:		07.08.2024	

## 2.2 Flow Chart Diagram of SOP 2

### Preparing new documents related to the QA activities of the Faculty



### 3. Amending/ providing comments on available documents/ guidelines in the Faculty

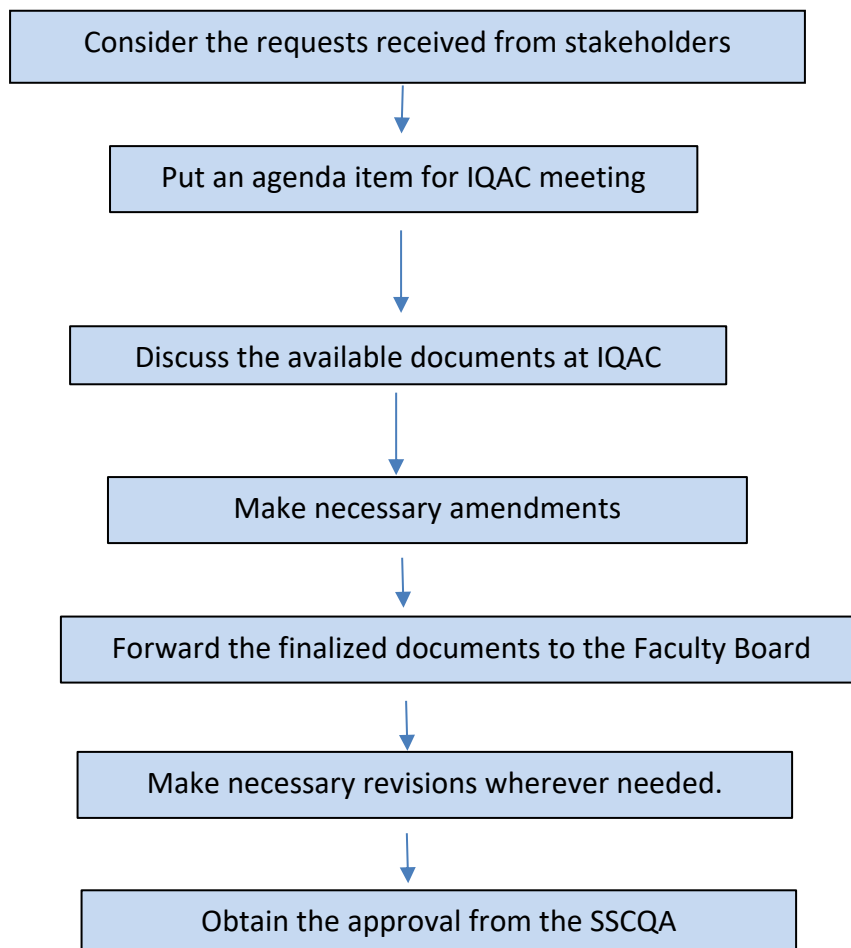
#### 3.1 Standard Operating Procedures:

**SOP 03**

Office	:	IQAC Office	Responsibility : Chairperson/ IQAC Delegated Responsibility: SAR of FOFMST
Task	:	Amending available documents	Time Frame: Requirement basis
Purpose	:	Regulating matters related to the QA activities of the Faculty adhering to the guidelines/ circulars of the University and responding to the SSCQA.	
Procedure	:	The process includes the following steps:	
	Step 1 :	Consider the requests received from stakeholders (FB/ SSCQA, students, members.. etc)	
	Step 2:	Put an agenda item for the IQAC meeting	
	Step 3 :	Discuss the available documents at IQAC meetings	
	Step 4 :	Make necessary amendments	
	Step 5 :	Forward the finalized documents to the Faculty Board	
	Step 6:	Make necessary revisions whenever needed	
	Step 7 :	Obtain the approval from the SSCQA	
Linking References:		IQAC minutes, FB minutes, SSCQA minutes, Senate minutes	
Workflows/ Flowcharts:		Page 6	
Revisions made on :		07.08.2024	

## 3.2 Flow Chart Diagram of SOP 3

Amending/ providing comments on available documents/ guidelines in the Faculty



## 4. Conducting awareness sessions/ workshops related to QA activities

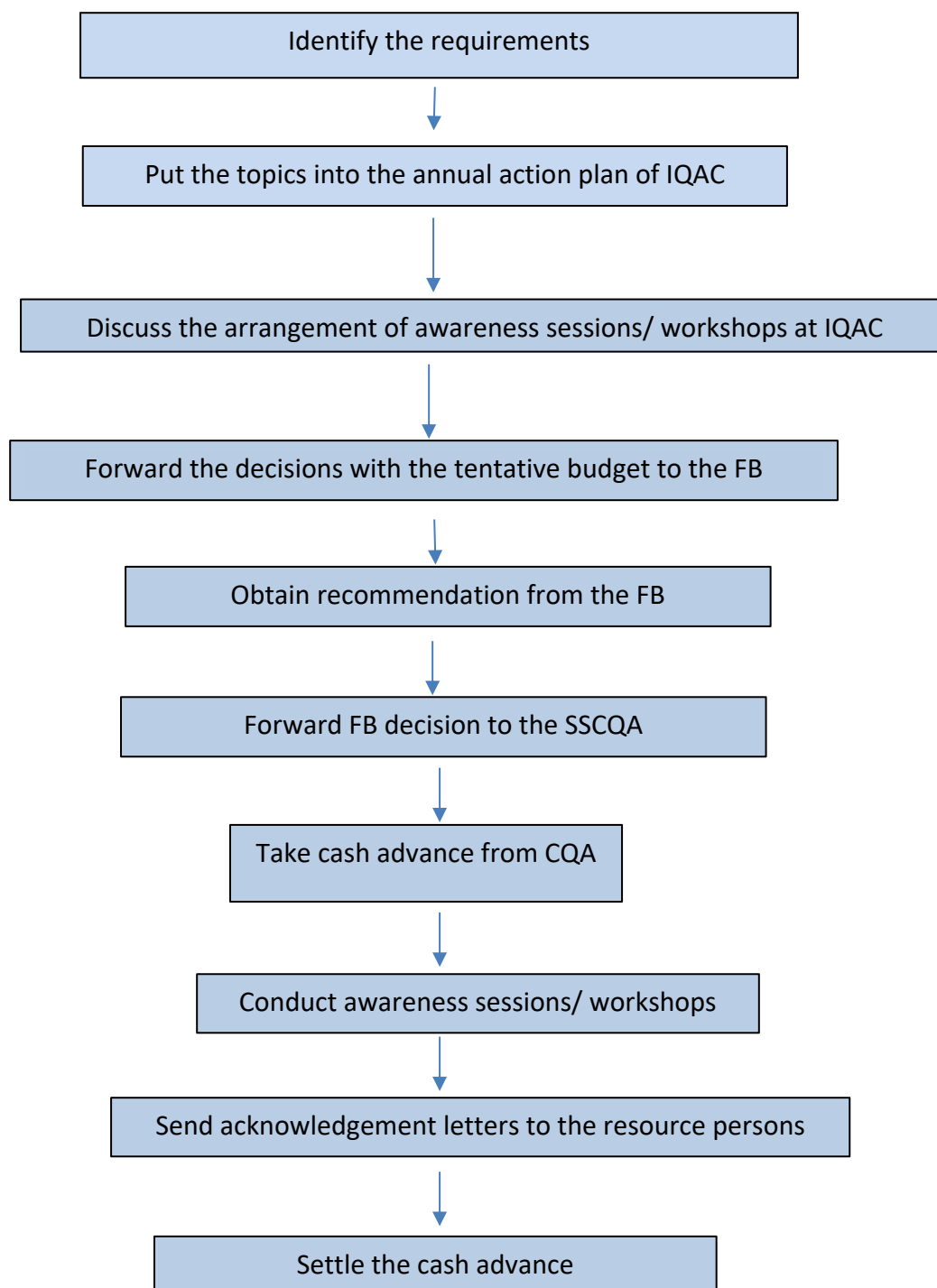
### 4.1 Standard Operating Procedures

**SOP 04**

Office	:	IQAC Office	Responsibility : Chairperson/ IQAC Delegated Responsibility: SAR of FoFMST
Task	:	Conducting awareness sessions/ workshops	Time Frame: based on the annual action plan
Purpose	:	Ensuring the awareness of better practices among staff and students of the Faculty.	
Procedure	:	The process includes following steps:	
	Step 1 :	Identify the requirements for conducting awareness sessions/ workshops at IQAC/ FB	
	Step 2:	Put the topics into the annual action plan of IQAC	
	Step 3 :	Discuss the arrangement of awareness sessions/ workshops at IQAC	
	Step 4 :	Forward the decisions with the tentative budget to the FB	
	Step 5:	Obtain recommendation from the FB	
	Step 6 :	Forward FB decision to the SSCQA	
	Step 7:	Take cash advance from CQA (if needed)	
	Step 8:	Conduct awareness sessions/ workshops	
	Step 9:	Send acknowledgement letters to the resource persons	
	Step 10:	Settle the cash advance	
Linking References:		Action plan IQAC, IQAC minutes, FB minutes	
Workflows/ Flowcharts:		Page 8	
Revisions made on:		07.08.2024	

## 4.2 Flowchart Diagram for the Process

Conducting awareness sessions/ workshops related with QA activities



## 5. Preparing for the Programme Review (PR) process of the Faculty

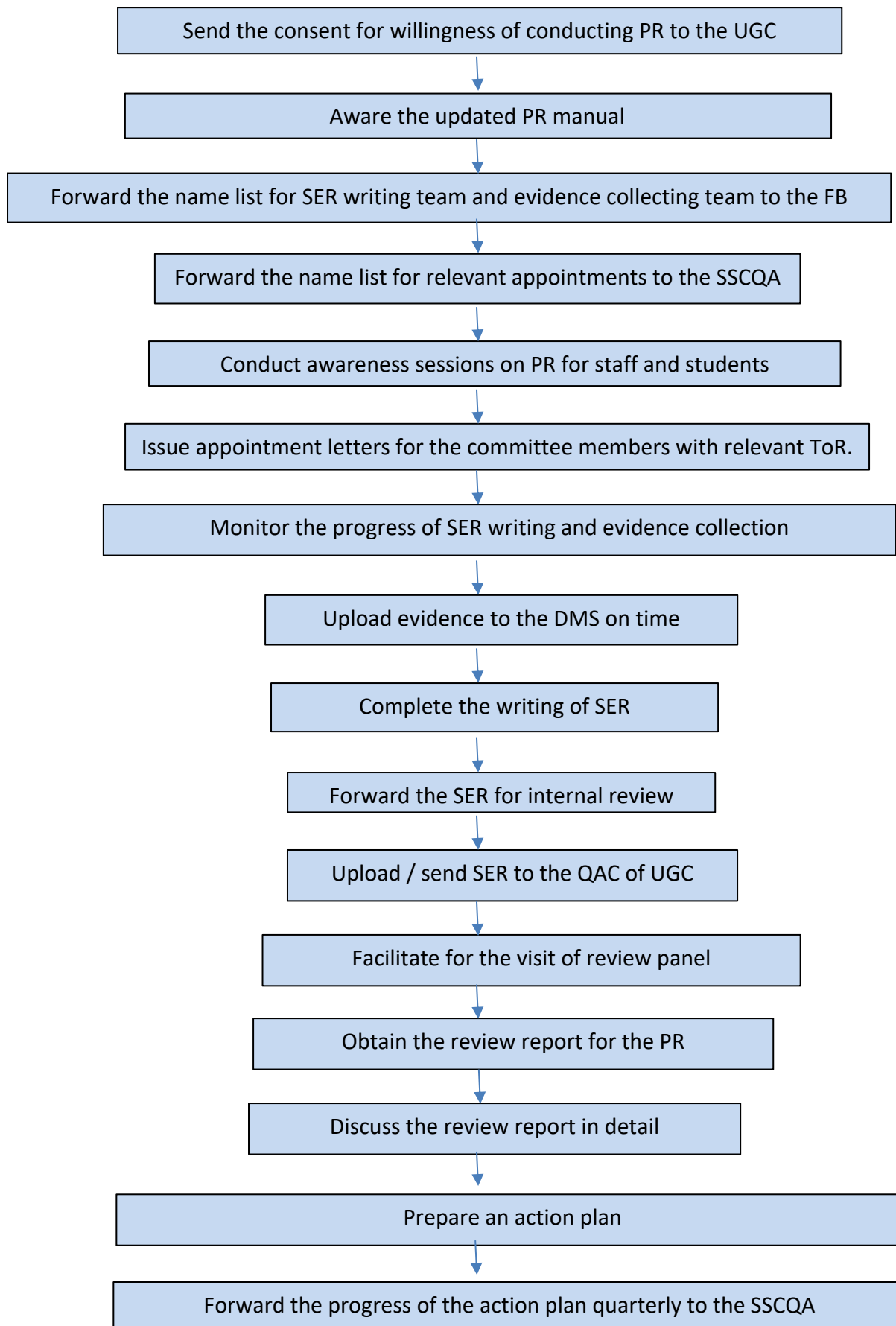
### 5.1 Standard Operating Procedures

**SOP 05**

Office	:	IQAC Office	Responsibility : Chairperson/ IQAC Delegated Responsibility: SAR of FoFMST Committee members
Task	:	Preparing for the PR of the Faculty	Time Frame : Monthly
Purpose	:	Preparing for the PR conducted by QAC of UGC	
Procedure	:	The process includes following steps :	
	Step 1 :	Send the consent for willingness of conducting PR to the UGC through VC	
	Step 2:	Aware the updated PR manual	
	Step 3:	Forward the name list for SER writing team and evidence-collecting team to the FB	
	Step 4 :	Forward the name list for relevant appointments to the SSCQA	
	Step 5 :	Conduct awareness sessions on PR for staff and students	
	Step 6:	Issue appointment letters for the committee members with relevant ToR.	
	Step 7 :	Monitor the progress of SER writing and evidence collection	
	Step 8 :	Upload evidence to the DMS on time	
	Step 9:	Complete the writing of SER	
	Step 10 :	Forward the SER for internal review	
	Step 11:	Upload / send SER to the QAC of UGC	
	Step 12:	Facilitate the visit of the review panel	
	Step 13:	Obtain the review report for the PR	
	Step 14:	Discuss the review report in detail	
	Step 15:	Prepare an action plan to address recommendations/ commendations given in the review report	
	Step 16:	Forward the progress of the action plan quarterly to the SSCQA	
Linking References:		PR manual, Action plan of the Faculty, Action plan of IQAC, Action Plan format	
Workflows/ Flowcharts:		Page 10	
Revisions made on:		07.08.2024	

## 5.2 Flow Chart Diagram of SOP 5

### Preparing for the Programme Review process of the Faculty





## 6. Contributing to the Institutional Review process of the University

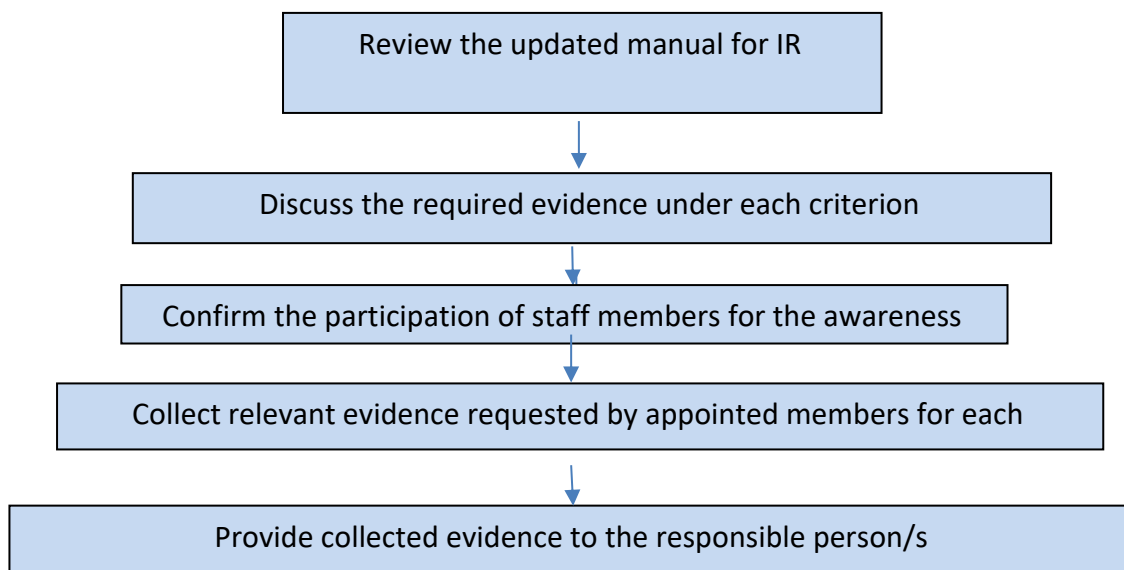
### 6.1 Standard Operating Procedures

**SOP 06**

<b>Office</b>	:	IQAC Office	<b>Responsibility</b> : Chairperson/ IQAC <b>Delegated Responsibility</b> : SAR, MA, committee members
<b>Task</b>	:	Prepare for the IR of the University	Time Frame: Once in three years
<b>Purpose</b>	:	Preparing for the IR of the University	
<b>Procedure</b>	:	The process includes following steps :	
	Step 1 :	Review the updated manual for IR	
	Step 2 :	Discuss the required evidence under each criterion	
	Step 3 :	Confirm the participation of staff members for the awareness sessions conducted by CQA of the University	
	Step 4 :	Collect relevant evidence requested by appointed members for each criterion	
	Step 5 :	Provide collected evidence to the responsible person/s	
Linking References:		Manuel of IR,	
Workflows/ Flowcharts:		Page 12	
Revisions made on:		07.08.2024	

## 6.2 Flow Chart Diagram of SOP 6

Contributing to the Institutional Review process of the University



## 7. Conducting stakeholders meeting/ collecting stakeholders' comments on curriculum revisions of the Degree programmes

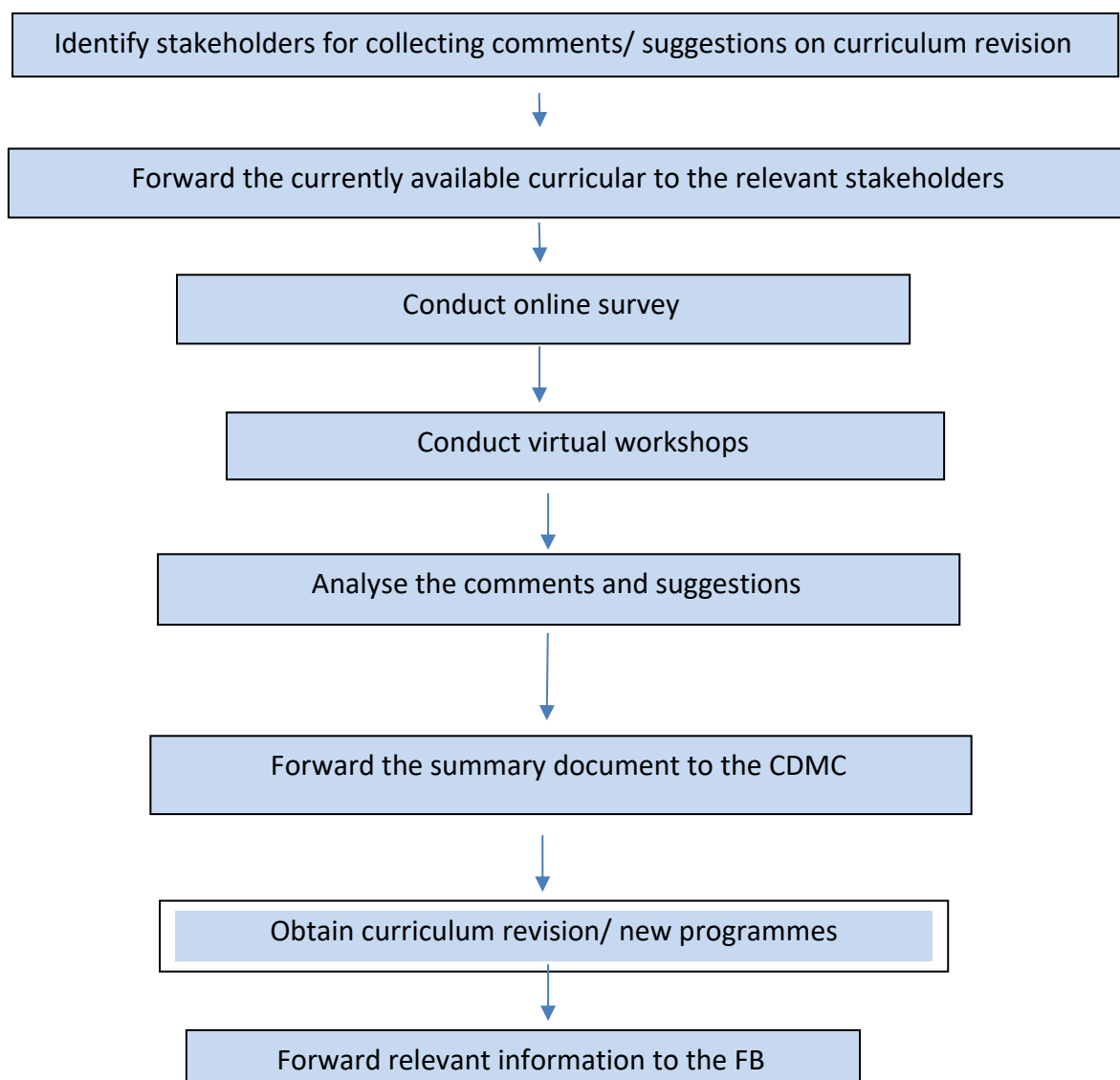
### 7.1 Standard Operating Procedures

### SOP 07

Office	:	IQAC Office	Responsibility : Chairperson/ IQAC Delegated Responsibility: SAR of FoFMST, Curriculum Development and Monitoring Committee (CDMC)
Task	:	Collect stakeholders' comments	Time Frame: During the Examinations/Semesters
Purpose	:	Collecting stakeholders' comments and suggestions on curriculum revisions/ introducing new programmes	
Procedure	:	The process includes following steps :	
	Step 1 :	Identify stakeholders for collecting comments/ suggestions on curriculum revision and for introducing new programmes	
	Step 2 :	Forward the currently available curricular to the relevant stakeholders	
	Step 3 :	Conduct online survey	
	Step 4 :	Conduct virtual workshops	
	Step 5 :	Analyse the comments and suggestions	
	Step 6 :	Forward the summary document to the CDMC	
	Step 7 :	Obtain curriculum revision/ new programmes	
	Step 8 :	Forward relevant information to the FB	
Linking References:		Detail Curricular, Daily lesson plans, Examination By law, Internal Circular No2014/02,	
Workflows/ Flowcharts:		Page 14	
Revisions made on:		07.08.2024	

## 7.2 Flow Chart Diagram of SOP 7

Conducting stakeholders meeting/ collecting stakeholders' comments on curriculum revisions of the Degree programmes



## 8. Analysing student's feedback on teaching

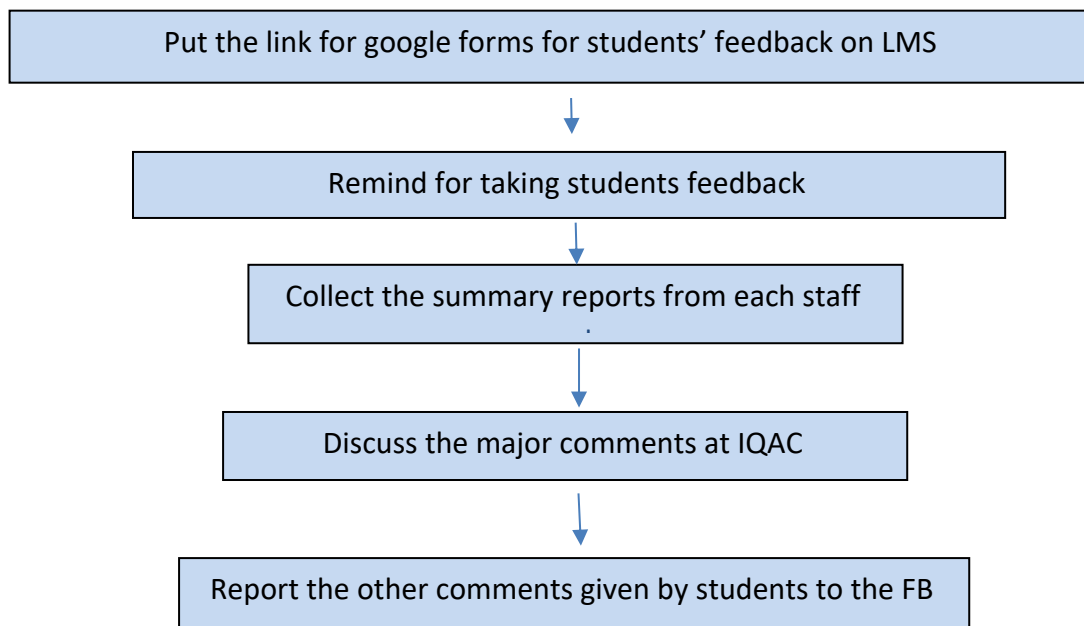
### 8.1 Standard Operating Procedures

SOP 08

Office	:	IQAC Office	Responsibility Chairperson/ IQAC Delegated Responsibility: IQAC members
Task	:	Analysing Students Feedback	Time Frame: Once in a semester
Purpose	:	Analysing student's feedback on teaching taken by each academic staff member	
Procedure	:	The process includes following steps :	
	Step 1 :	Put the link for Google Forms for students' feedback on LMS	
	Step 2 :	Remind to take student's feedback	
	Step 3 :	Collect the summary reports from each staff member	
	Step 4 :	Discuss the major comments at IQAC	
	Step 5 :	Report the other comments given by students to the FB	
Linking References:			
Workflows/ Flowcharts:		Page 16	
Revisions made on:		07.08.2024	

## 8.2 Flow Chart Diagram of SOP 8

### Monitoring students feedback on teaching



## 9. Monitoring peer evaluation on teaching

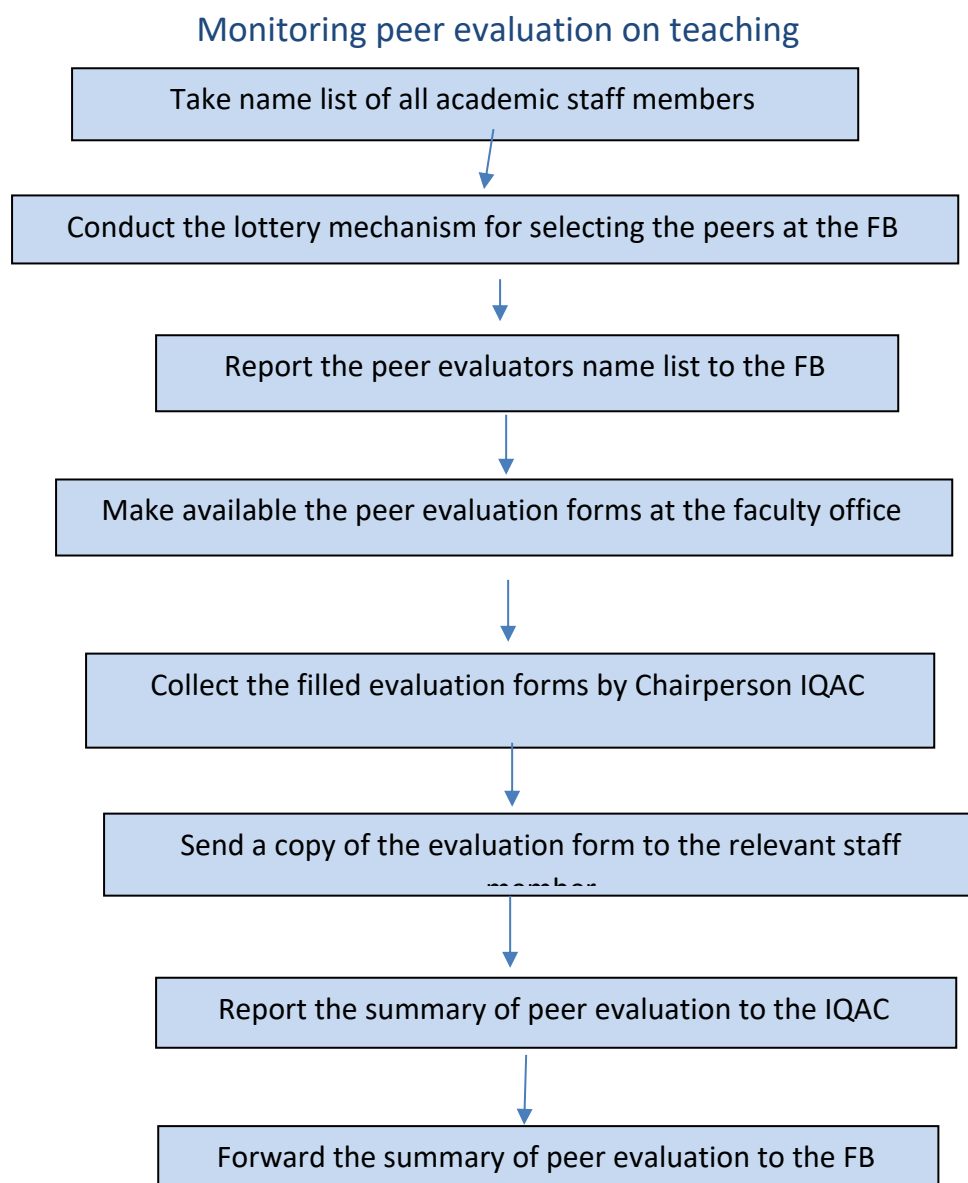
### 9.1 Standard Operating Procedures

### SOP 09

Office	:	IQAC office	Responsibility : Chairperson/ IQAC Delegated Responsibility: IQAC, FB, All peer evaluators
Task	:	Monitoring peer evaluation	Time Frame : Once a year
Purpose	:	Monitoring peer evaluation on teaching annually	
Procedure	:	The process includes following steps :	
	Step 1 :	Take the name list of all academic staff members	
	Step 2 :	Conduct the lottery mechanism for selecting the peers at the FB	
	Step 3 :	Report the peer evaluator name list to the FB	
	Step 4 :	Make available the peer evaluation forms at the faculty office	
	Step 5 :	Collect the filled evaluation forms by Chairperson IQAC	
	Step 6 :	Send a copy of the evaluation form to the relevant staff member	
	Step 7 :	Report the summary of peer evaluation to the IQAC	
	Step 8 :	Forward the summary of peer evaluation to the FB	
Linking References:		Minutes of SSCQA, Minutes of FB, Minutes of IQAC	
Workflows/ Flowcharts:		Page 18	
Revisions made on:		07.08.2024	

## 9.2

## Flow Chart Diagram of SOP 9





## 10. Maintaining the database for Alumni

### 10.1 Standard Operating Procedures

### SOP 10

Office	:	IQAC office	Responsibility : Chairperson/ IQAC Delegated Responsibility: SAR, Programmer Cumsystem Analyst
Task	:	Maintaining the database for Alumni	Time Frame : Continuously
Purpose	:	Maintaining the database for Alumni by uploading the employment detail of graduates	
Procedure	:	The process includes the following steps :	
Phase 1			
	Step 1 :	Establish a data base for uploading employment data for graduates of each batch	
	Step 2 :	Collect the information of graduates from each batch via the batch representatives	
	Step 3 :	Upload collected data to the database batch-wise	
	Step 4 :	Update the information continuously	
	Step 5 :	Use the data whenever need	
Linking References:			
Workflows/ Flowcharts:		Page 20	
Revisions made on:		07.08.2024	

## 10.2 Flow Chart Diagram of SOP 10

### Maintaining the database of Alumni

