****

USJ/FHSS/QAC/010 – Version 2

O’

ip

**Meeting Minutes**

**Quality Assurance Cell**

**Faculty of Humanities and Social Sciences**

**University of Sri Jayewardenepura**

………………….…………………………………………..

(Name of the Unit, committee or center)

**Minutes of the ……………. (Date of the Meeting) ………………..… (Name of the committee, unit or Centre)**

Venue: …………………………………………….

Time: …………………………………………….

Date: ……………………………………………

1. **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Name | Designation and department | Attendance |
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**AB - Absent**

**EX - Excused**

**SBL – Sabbatical Leave**

**SL – Study Leave**

**VL – Vacation Leave**

**Agenda**

1. welcome – preliminaries
2. Excuses
3. Matters arising from the previous minutes
4. Confirmation of the previous minutes
5. Progress of the existing projects
	1. Project 1
	2. Project 2
	3. project 3 (etc)
6. New proposals
	1. Academic
	2. Administration (Action plan, Cooperate plan, Activity plan)
	3. Research
	4. Other
7. Matters related to Faculty Board
8. Matters related to Senate
9. Matters related to Quality assurance
10. Students’ Requests
11. Any other matters

The next meeting of the committee will be held on …………(Date, Time & Venue)

Signature

Chairman/ Coordinator/ Director/……….

**Date……………**