BY-LAWS GOVERNING INTERNAL QUALITY ASSURANC

1. Preamble

1.1 This By-Law may be cited as the Internal Quality Assurance By-Law No: 01of 2018

Name of the By- Law

1.2 The term University is referred to the Sabaragamuwa University of Sri Lanka. IQAC and FQAC stand for Internal Quality Assurance Centre and Faculty Quality Assurance Cell, respectively. QAC stands for Quality Assurance Council of University Grants Commission (UGC)

Abbreviations used

Definition of 'quality'

1.3 In this By-Law, the term 'quality' implies the highest standards and relevance in excellence in undergraduate and post graduate degree programmes to strengthen the ranking at national and Global scale

1.4 As a policy, the University shall commit for continual improvement in its quality per following principles:

Quality improvement principles of the University

    1.4.1 Comply with all applicable statutory laws and regulations

    1.4.2 Continuously improve the effectiveness of the quality management system and make the best use of management resources in all quality matters

    1.4.3 Review performance against the quality objectives throughout the University regularly

    1.4.4 Adopt a forward-looking view on future expansions of higher education, which may have a positive impact on quality and demand in higher education

    1.4.5 Produce world-class graduates with high professional standard

2 Quality objectives

Centre for Quality Assurance of Sabaragamuwa University Looks up to achieve the excellence in undergraduate and post graduate degree programmes to strengthen the ranking at national and Global scale.

Objectives of the By-Law

3. Formation of IQAC and FQAC

3.1 Committee Composition and Meetings

The composition of the Management Committee consisted of following composition according to the Circular No. 04/2015. The participation of Vice Chancellor at the Management Committee on Quality Assurance in the University was

Composition of IQAC

emphasized so that the true position of QA work in Universities is discussed and stated that QA work should not be over powered by the administrative body.

a. Director-IQAC
b. Deans of all Faculties (and /a nominee, recommended by the Faculty Board) and the FQAC Coordinator
c. Registrar (or nominee)
d. Bursar (or nominee)
e. Librarian (or nominee)
f. Director- Staff Development Centre
g. Convener/Secretary to the IQAC(i.e. Assistant Registrar)

3.1.2 Quorum
Quorum shall be 50% of the membership.

3.1.3 Meetings

The Management Committee of IQAC shall meet on monthly basis. It may also consider matters by correspondence. The number of meetings per year shall not be less than ten.

3.1 Each faculty and Centre for Distance and Continuing Education (CDCE) shall setup an IQACs comprising the following members to perform duties related to quality assurance at faculty level;

a. The Dean of the Faculty shall chair the Committee
b. Heads of the Departments
c. Coordinator
d. A representative of each Department in the Faculty
e. One professor in the Faculty
f. Two student representatives
g. Representative of the Technical Staff
h. Representative of Secretarial staff
i. Assistant Registrar of the Faculty will act as the Convener

Coordinator of the FQAC shall be appointed by the Faculty Board or equivalent body.

3.2.1 Quorum
Quorum shall be 50% of the membership.

3.2.2 Meetings
The Committee shall meet at least once in two months (minimum of 6 meetings per year). It may also consider matters by correspondence.

3.2 Each faculty and Centre for Distance and Continuing Education (CDCE) shall setup an IQACs comprising the following members to perform duties related to quality assurance at faculty level;

a. The Dean of the Faculty shall chair the Committee step
b. Heads of the Departments
c. Coordinator
d. A representative of each Department in the Faculty step
e. One professor in the Faculty step
f. Two student representatives step
g. Representative of the Technical Staff step
h. Representative of Secretarial staff
i. Assistant Registrar of the Faculty will act as the Convener

Coordinator of the FQAC shall be appointed by the Faculty Board or equivalent body.

3.2.1 Quorum
Quorum shall be 50% of the membership.

3.2.2 Meetings
The Committee shall meet at least once in two months (minimum of 6 meetings per year). It may also consider matters by correspondence.

3.2.3 Terms of Office
Terms of Office for appointed members of this Committee will be one year.

4 Appointment of IQAC Director

4.1 The appointment of the director/IQAC should be an open advertisement for calling of applications internally with the University

4.2 The qualification of the director should be professor and above. Independence of the applicant from other key administrative responsibilities at the University (dean, head, director of any other centres) should be clearly mentioned in the advertisement

4.3 Terms of reference to the evaluation panel of the applicants' profile and the selection panel at the interview should be aligned with applicants' qualifications in the advertisement

4.4 Appointment to be made by the Vice Chancellor of the University and get the formal approval of the University Council

4.5 The formal letter and revised circular for upgrading the post of Director/IQAC to Deputy Vice Chancellor has responded favourably by the Management Committee and has submitted the same to the Commission

4.6 Logistics for the Director

According to the Commission Circular No. 04/2015 an Honorarium of Rs. 5000/= is allocated. Transport/Fuel allowance facilities within the University and to attend regular QAAC standing committee meetings and other meetings and workshops at UGC and a telecommunication allowance is provided. Supportive staff (clerical and minor) on a permanent basis for the IQAC to carry out the duties smoothly is an essential component

4.7 Terms of Office

Terms of Office for appointed members of this Committee will be three years

5. Responsibilities and Duties
5.1 Director IQAC

Responsibilities and duties of IQAC Director

1. Development and implementation of the University's quality assurance and enhancement framework for internal academic reviews and reviews of support services
2. Monitoring of all professional and academic accreditation activities and external assessment activities
3. Making use of internal and external assessment data and information in order to identify new strategic issues/areas requiring action and specific innovations
4. Implementation of QA Reviews/Audits and follow-up action
5. Co-ordination of all QA related activities within the University
6. Liaising with UGC/QAA Council and other external QA agencies
7. Preparation of self-evaluation reports (SER) for Institutional Review (IR)
8. Provision of advice on QA to all Faculties and Departments
9. Monitoring and guidance in Faculty level QA activities
10. Organization, where necessary, of awareness programmes on QA for the staff members
11. Implementation of Quality and QA aspects in the University's strategic development plan
12. Facilitation of identification and sharing of good practices among academic Departments

13. Preparation of QA-related guidelines and manuals for use within the institution (e.g. standard operation guidelines, feedback forms)
14. Ensure the necessary Academic Regulations/By-Laws are in place, and if not, make recommendations for remedial action
15. Report directly to the Academic Senate on a monthly basis as delegated by Senate in order to carry out its quality assurance and enhancement interventions

5.2 Coordinator of the Faculty QA Cell

Responsibilities and duties of FQAC coordinator

1. Promote a quality culture in the Faculty in all QA related activities as a representative
2. Liaise with the Director, Internal Quality Assurance Unit (IQAC) of the University to coordinate university level Quality Assurance (QA) activities
3. Organize Faculty level QA meetings on two months basis
4. Prepare the annual Faculty quality assurance report at the end of each year
5. Attend to specific issues as recommended by the University Quality Assurance Management Committee from time to time
6. Provide guidance in preparation of self-evaluation reports (SER) for programme review
7. Liaise with professional quality assurance and accreditation bodies on matters pertaining to QA and accreditation, if required
8. Monitor the collation and analysis of Faculty level QA data such as peer review forms and student feedback forms
9. Coordinate with other related committees and units within the Faculty on matters related to QA activities
10. Answer and address issues related to QA raised by the faculty members in general
11. Report the activities of the Faculty QA Cell to the Faculty Board and IQAC regularly

7. Standard Operation Guidelines

7.1 Standard Operation Guidelines of IQAC

1. IQAC presents detailed information about the Centre, its mission, functions and activities, and the collective perception of Faculty Quality Assurance Cells (FQACs)
2. The comprehensive self-analysis of the activities of the centre to identify its strengths, weaknesses, opportunities and threats (SWOT), and allows to suggest appropriate remedies where necessary
3. Identification of weaknesses and shortcomings in policy and in procedural, organisational and other matters, including teaching and learning, which can be remedied internally
4. IQAC provides a framework within which the centre can continue to work in the future towards quality improvement
5. The IQAC shall develop an annual work plan and the budget align with the University strategic development plan at the beginning of each academic year
6. Workshops, meetings and minutes will be published and circulated in accordance with the University's publication policy
7. Regular updating of the IQAC web page
8. Deciding and procuring of minimum requirement of furniture, IT and required software for the maintenance of internal quality of the academic programmes of the University
9. Maintenance and updating of well-structured filing system within the IQAC
10. Maintenance and updating of inventory on furniture, IT equipment and stationery
11. Providing professional support for the development of the university's policy in relation to quality assurance and improvement in line with good international practice
12. Driving new initiatives designed to resolve issues arising repeatedly in review reports
13. Supporting departments and units in implementing internal and external quality review processes
14. Publishing review reports and other relevant reports
15. Working with other institutions to improve the cooperation in quality assurance (QA) activities

7.2 Standard Operation Guidelines of FQACs

1. Promote quality enhancement activities within the faculty liaising with Curriculum Development Committee and other Faculty committees in facilitating necessary workshops

2. Liaise with the Internal Quality Assurance Unit (IQAC) of the University of Sabaragamuwa in facilitating the conduct of Institutional Review and Programme Reviews in the Faculty

3. Compile evidence documents necessary for Institutional and Programme Reviews (IR and PR)

4. Implementation of follow-up actions for commendations and recommendations in Institution / Programme / Review reports, and monitor the progress

5. Liaise with FQACs in other Faculties within the University, to share good practices and enhance the quality of higher education in Sri Lanka

6. Analyse the FQAC data such as peer review forms and student feedback forms and prepare reports

7. Devise additional QA measures to the existing activities, based on the data collected on various QA indicators such as peer feedback student evaluation reports and external reviews

8. Develop annual work plan of FQAC align with University strategic development plan

9. The Faculty QA Committee is responsible to the Faculty Board for quality assurance and enhancement in the Faculty in conformity with the University's quality assurance framework.

8. Introduction of New Degree Programmes

8.1 Faculties shall be responsible for identifying a new degree programmes based on the demand and need

8.2 Proposal of the new program shall be submitted to the director/IQAC, together with the recommendation of the Faculty Board

8.3 The director/IQAC shall forward the proposal to the Senate with its observations on adherence to the UGC guidelines, for the consideration of the Senate

8.4 The Senate shall appoint two external reviewers to review the detailed proposal

8.5 Based on the recommendations made by the external reviewers, the relevant Faculty shall revise the detailed proposal and forward the same to the director/ IQAC. The director/IQAC shall ensure that the recommendations made by the external reviewers are addressed in the revised detailed proposal

8.6 The director/IQAC shall submit the revised proposal to the Senate to proceed via the Council to the UGC

9. Modifications to the Curriculum of an Existing Academic Programme

9.1 Modifications identified by department/s or the faculty shall be reported to the director/IQAC in the specified format, with the recommendations of the Faculty Board. The director/IQAC shall forward the modifications with its observations to the Senate to proceed for the UGC approval

9.2 The department/s or faculty shall implement the modified curriculum with the next immediate intake of students

10. Facilitating and Monitoring of Self Evaluation of Academic programmes and the University

10.1 The IQAC shall make the necessary arrangements to prepare self-evaluation reports and review all academic programmes and the University based on UGC guidelines

10.2 Implementation and monitoring of recommendations made by the QAC

10.3 Each academic programme and the University shall be responsible for implementing the recommendations made by the external reviewers

10.4 The IQAC shall monitor the implementation of such recommendations by the relevant academic programmes and the University for self-evaluation