

TERMS OF REFERENCE - QUALITY ASSURANCE CENTRE
SABARAGAMUWA UNIVERSITY OF SRI LANKA

VISSION OF QUALITY ASSURANCE

Centre for Quality Assurance of Sabaragamuwa University looks up to achieve the excellence in undergraduate and postgraduate degree programs to strengthen the ranking at national and global scale.

THE COMPOSITION OF THE SENATE STANDING COMMITTEE ON QUALITY ASSURANCE

The composition of the Senate Standing Committee on Quality Assurance consisted of,

- a. Vice-Chancellor (Chair of Committee)
- b. Deputy Vice-Chancellor (where relevant)
- c. Director, CQA
- d. Deans of all Faculties, Directors of undergraduate and postgraduate institutes affiliated to the University, and Rectors of campuses affiliated to the University
- e. The IQA Coordinators of Faculties, Institutes and Campuses, as recommended by the respective Faculty Board or Board of Management
- f. Registrar (or nominee)
- g. Bursar (or nominee)
- h. Librarian (or nominee)
- i. Director, Staff Development Centre
- j. Director, Centre for Continuing Education (or similar entity)
- k. Convener / Secretary to the Standing Committee should be the AR, SAR, or DR of the Academic division of the University)
- l. Any other member recommended by the Council

THE COMPOSITION OF THE FACULTY QUALITY ASSURANCE CELL

The composition of Faculty Quality Assurance Cells and the Quality Assurance cell of the Centre for Distance and Continuing Education consisted of,

- 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 / Laboratory Staff
- h. Representative of Secretarial / Office 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

RESPONSIBILITIES AND DUTIES OF DIRECTOR CQA

1. Develop regulations for the CQA and obtain approval from the University Council for the same
2. Prepare operational guidelines for the CQA in accordance with the general guidelines developed by QAC of the UGC, and customized for the university's governance structure / organogram and specific implementation arrangement.
3. Develop a 3-year Strategic Plan for the CQA, obtain approval from the University Senate and Council and concurrence of the QAC of the UGC, before implementation.
4. Develop the annual work plan for the CQA and obtain approval from the University Senate and Council at the commencement of each calendar year.
5. Develop the annual budget for the QA activities in the university along with the university's annual budget estimates submitted to the Treasury, and obtain Finance Committee and Council approval

6. Ensure that the CQA is established on the university website and details are updated regularly
7. Report regularly on QA activities and progress to the University Senate and Council
8. Circulate notices of QA activities in the university to the university community and other universities
9. Conduct University and Faculty level awareness programs on QA
10. Initiate and support preparation of SER for Institutional Reviews
11. Motivate and support study programs to prepare SERs for Program Reviews
12. Provide necessary training and workshop for SelfAssessment Report (SER) preparation
13. Motivate and support academic staff to showcase best practices in QA
14. Develop relationships and liaise with international agencies and universities on QA activities
Responsibilities and duties of CQA Director
15. Support academic staff in the process of preparing proposals for the conduct of new degree programmes, and ensure that applications submitted to the UGC for approval in this regard are compliant with the Sri Lanka Qualification Framework
16. Report on university QA activities at the UGC Standing Committee on QA
17. Submit an annual report of the CQA to the QAC of the UGC
18. Convene and facilitate all meetings of CQA and FQACs
19. Assist manual preparation on QA aspects in Faculties
20. Make available to all staff and external stakeholders the results of external and internal reviews, including student surveys

RESPONSIBILITIES AND DUTIES OF COORDINATOR OF THE FACULTY QA CELL

1. Promote a quality culture in the Faculty in all QA related activities as a representative
2. Liaise with the Director, Centre for Quality Assurance (CQA) 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 Standing 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 CQA regularly

Centre for Quality Assurance

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