



SABARAGAMUWA UNIVERSITY OF SRI LANKA
INSTITUTIONAL REVIEW

TERMS OF REFERENCES (TORs) OF COMMITTEES - INSTITUTIONAL REVIEW

1. SENATE STANDING COMMITTEE ON QUALITY ASSURANCE (SSCQA)

1. SSCQA shall involve in Planning of IR related activities, providing the guidance, appointing members, monitoring the process.
2. SSCQA shall involve in compiling the SER, coordinating with the SER writing team, document archiving team and advisory team.
3. SSCQA shall involve in appointing the internal review team and facilitated the internal review.
4. SSCQA shall involve in facilitating the Director, CQA for all logistics arrangements required for IR.
5. SSCQA shall prepare the roadmap for the IR.
6. Shall obtain necessary approvals from the University for the SER on time and submit to the QAC, UGC before the deadline.
7. Coordinate and organize the site visit of the IR review teams.
8. Observe the report submitted by the IR Review team to the Vice-Chancellor, and send the comment on the reviewer report on time.
9. Submit the action plan for the recommendations and commendations given by the IR review team in the IR Review Report to the Senate and the Council.
10. Send the action plan to the QAC, UGC following the approval of the Council.

11. Take necessary steps to advise the University to implement IR Recommendations and assist to evaluate the progress of the implementation of the IR recommendations.
12. Shall give considerations to incorporate recommendations to University Strategic management plan and to the CQA strategic management plan.

A. Vice-Chancellor / Chair of the SSCQA

1. He shall be the top administrative person to facilitate all the activities related to IR, with the support of University Council, Senate, Senior Management Committee and Senate sub committees (eg. SSCQA).
2. He shall provide directives for the preparation of the institutional review of SUSL. He should provide all the necessary directives and more importantly monitor the activities.
3. He shall be the authority to appoint relevant committees (criterion committees, SER writing committees, etc).
4. He shall monitor the progress of the process and facilitate the internal IR process.
5. Also necessary advices and instruction shall be given to relevant parties, including Deans, Committee Chairs and others.
6. He shall mediate for necessary approval relevant to IR preparation (eg. Approval for the SER, financial approvals, etc).
7. He shall participate in committee meetings, workshops and shall provide feedback.
8. He shall mediate in obtaining the involvement of all the parties at the University in the process of IR (preparation of SER, obtaining evidences).

B. Deans of the faculties

1. Deans of the faculties shall provide overall guidance in IR preparatory activities and finalizing the SER.
2. They shall provide the guidance in SER writing and overall compiling the report.
3. They shall provide necessary approvals in collecting evidences from each faculty and necessary approval should be obtained from relevant faculty boards.
4. They shall responsible for the evidences provided form each faculty.

5. They shall provide the service of non-academic and administrative officers in their faculties in facilitating the SER preparation.
6. They shall facilitate and strengthen the QA activities of each faculty level quality assurance cells.
7. They shall provide necessary facilities for meetings related to IR process.

C. Director, CQA

1. Director, CQA shall, coordinate the activities related to the institutional review. Relevant information from QAC, UGC should be communicated to the Vice Chancellor and the SSCQA.
2. Shall responsible for reporting all the activities to the Vice Chancellor and SSCQA, and shall maintain the IR activities as an agenda item in the SSCQA meeting. Whenever necessary approval from the senate and council should be obtained.
3. Shall responsible for SER compiling with the SSCQA members and the SER writing team. Also the document evidence should be directed to the document archiving committee.
4. Shall take the initial steps in IR activities and also facilitate and monitor the internal quality assurance activities.
5. Shall facilitate internal review, document archiving, logistics and other necessary events of IR.
6. Shall work in line with the SSCQA and the QAC, UGC providing the proper coordination between all the parties involved.

D. Registrar, SUSL

He shall,

1. Facilitate the IR tasks suggested by the SSCQA and provide logistic requirements.
2. Make aware about all the administrative officers of SUSL about IR, IR process, procedures to follow, their role and contribution in IR.
3. Get the contribution / involvement of administrative officers effectively.
4. Take necessary measures to implement and monitor the QA activities approved by the Senate and the Council of the University.

5. Facilitate the internal review and the external review processes.
6. QA activities related to the administration should be identified, implement and monitor.
7. Involve in initiating the activities related to quality enhancement in the area of good governance.
8. Provide necessary document evidences to the Director, CQA / criterion chairs / nominated person from each criterion.
9. Facilitate the activities of the Director, CQA, in relation to the quality improvement, by providing necessary mediation.

E. Bursar, SUSL

1. Shall involve in facilitating the IR tasks suggested by the SSCQA and provide logistic requirements.
2. Make aware about all the financial officers of SUSL about IR, IR process, procedures to follow, their role and contribution in IR.
3. Take necessary measures to implement and monitor the QA activities approved by the Senate and the Council of the University.
4. Facilitate the internal review and the external review processes.
5. QA activities related to the financial administration should be identified, implement and monitor.
6. Involve in initiating the activities related to quality enhancement in the area of good governance.
7. Provide necessary document evidences to the Director, CQA / criterion chairs / nominated person from each criterion.
8. Facilitate the activities of the Director, CQA, in relation to the quality improvement, by providing necessary mediation.
9. Maintain quality assurance activities at the finance division of the University.

2. Criterion chairs

1. Shall responsible for contributing to the criterion assigned.

2. Shall provide the leadership for the criterion group.
3. Shall appoint a convener for the committee. Convener can be an administrative officer or academic member.
4. According to the need criterion chair can suggest sub committees for effective functioning and make the Director, CQA aware about any subcommittee for getting the approval from necessary authorities.
5. Shall organize and convene the meetings among the criterion group members and if necessary with advisory members / SSCQA/ Director, CQA.
6. Shall organize regular meetings and maintain records of them.
7. Shall inform the Director, CQA / SSCQA about the meetings and outcomes of the meeting regularly.
8. Shall thoroughly investigate the criterion needs and align with the IR manual. If there are identified gaps in the criterion, immediately take necessary actions to inform the SSCQA/ relevant authority.
9. Shall look in to the previous IR report and monitor the actions implemented and actions to be taken and make the authority aware about the gaps.
10. Shall facilitate the internal review process with the involvement of the committee members.
11. Shall gather information / evidences needed and code them and save them as e-documents safely. Shall compile all the evidences; analyze them carefully for the relevance to the claim made.
12. Shall work according to the deadlines set by the SSCQA / SER compiling team.
13. Shall contribute to the SER writing as a member of the SER writing group.
14. Shall involve in all the relevant / applicable tasks assigned by the University with regard to the IR.

3. Conveners of committees

1. Convener shall convene all the meetings, organized by the chair of each criterion.
2. Shall attend all the meeting and maintain proper records / minutes.

3. Meeting records /minutes should be communicated to the committee chair and should submit the progress of the activities to the Director, CQA / SSCQA.
4. Shall involve in all the relevant / applicable tasks assigned by the University / chairperson of criterion with regard to the IR.
5. Shall give effective contribution to the task and help criterion chair in preparing the criterion specific self-evaluation.
6. Shall coordinate with necessary divisions in gathering information and collecting evidences.
7. Shall facilitate the chair and committee members in collecting evidences.

4. Members of the Criterion committees

1. Members shall attend all the meetings organized by the criterion chair.
2. Shall involve in all the duties / tasks relevant to the IR assigned by the chair of the committee.
3. Shall effectively contribute in deciding the criterion claims and aligning with standards. Also shall contribute in drafting the claims and standards.
4. Shall identify the evidences suitable for the relevant standard and shall determine how the evidences can exhibit the best practices adopted.
5. Shall justify how the selected evidences are matching with the claims and the standards according with IR manual.
6. Shall gather evidences from relevant places of the University, with the help of subcommittee assigned to each criterion.
7. Shall gather only the most relevant evidences and shall maintain them as E documents. But when it is necessary it should be made available to trace, therefore coding documents and maintaining a document repository might be important.
8. Documents can be uploaded to a folder maintained for each criterion with codes.
9. Coordinate with QA cell coordinators, Director, CQA or SSCQA committee, when there is a need.
10. Shall work according to the deadlines set by the criterion chair/ SSCQA / Director, CQA.

11. Shall involve in all the relevant / applicable tasks assigned by the University / chairperson of criterion with regard to the IR.

5. SER writing committee

1. SER writing committee consists with all the criterion chairs, Deans of the faculties, Director, CQA. Advisory committee shall provide the necessary alterations/ suggestions.
2. Each criterion chair shall contribute to the writing of self-evaluation on each criterion. They shall communicate with other criterion chairs when writing their component.
3. Overall compiling will be done by the Deans, of the faculties, Director, CQA with the guidance of the Vice chancellor.
4. They shall write the claim for each standard carefully to showcase the best practices used at SUSL relevant to each standard.
5. They shall understand the Standards in each Criterion and identify the University's adherence to each Standard.
6. SER writing committee shall meet all deadlines set by SSCQA.
7. They shall have regular meetings and records / minutes should be maintained. Reporting to the Vice Chancellor, Deans, Senate, and SSCQA is mandatory.
8. Identify and collect the documentary evidence for their respective Criterion with the assistance of their respective Criterion Committee. Ensure all claims are evidentially supported with the code numbers for documentary evidence.
9. Communicate the SER to the University community and make them aware about the SER.
10. When preparing the SER, committee shall follow and adhere to the IR manual provided by the QAC, UGC.
11. Complete the SER writing and submit it to the Director, CQA to submit to the SSCQA and with the recommendations of the SSCQA it should be submitted to the Senate and Council prior to the submission to QAC-UGC. These should be done adhering strictly to the deadlines set.
12. Coordinate and organize the site visit of the IR review teams. Attend the required meeting and assist the IR Review Team to complete the site visit successfully.

13. Following the site visit SER writing team shall involve in preparing the action plan follow up of IR. This shall be communicated to the Director, CQA, then to the SSCQA and get necessary approvals.
14. This committee shall involve in monitoring the implementation of the actions suggested.
15. Shall involve in all the relevant / applicable tasks assigned by the University with regard to the IR.

6. Quality Assurance Cell Coordinators

1. Shall perform all the possible mediation related to the IR task in coordination with the Director, CQA.
2. Shall closely work with criterion members and communicate any problem or necessity associate with IR task.
3. Effectively communicate to the SSCQA.
4. Shall contribute in writing claims and mapping the standards with best practices adopted at the university.
5. Shall support the criterion members to find evidences and depositing them in the correct folders.
6. Shall identify gaps, problems and immediately communicated to Vice chancellor/ Deans/ Director, CQA without any delay.
7. Shall work in coordinating, friendly manner with all the criterion members and provide them suitable advices.
8. Shall involve in all the relevant / applicable tasks assigned by the University with regard to the IR.
9. Shall help in finalizing SER, submission process and processes after the submission.
10. Shall help in site visits.
11. Attend all the meeting relevant to IR.

**Centre for Quality Assurance
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This document has been approved at the 291st Senate and at the 316th Council.