



Sabaragamuwa University of Sri Lanka

Policy Title – Internal Quality Assurance policy on institution, governance, internal advice and awareness, co-ordination & liaison with QA related authorities

Policy Number – Policy / SUSL / QA / 01

Effective Date – 24.02.2020

Revised Dates – NA

Approving Authority – The Council, Sabaragamuwa University of Sri Lanka

Administrative Responsibility –Senate, Council

Purpose:

The purpose of this policy is to ensure that an established mechanism exists for institution, governance, coordination, creating awareness and providing advice on QA among internal entities and liaison among all the internal and external entities under the purview of the National Quality Assurance Framework and other relevant external QA related authorities (UGC / QAC)

Scope

This policy is applicable to the all the academic, administrative, and other supportive entities functioning under the university as well as other relevant external QA related authorities (UGC / QAC)

Legislative context:

This policy is supported by the universities act no. 16 of 1978, university establishment code, UGC Circulars and internal (university) circulars and circular letters, guidelines and IQA by-law (by-law No.1/2019)

Definitions

Term	Definition
Quality	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
Quality Assurance	Activities that support to sustain the excellence in undergraduate and post graduate degree programmes to strengthen the ranking at national and Global scale
University	The university where the employee works (SUSL)
Entity	Any academic and administrative body/unit of the university
Institution and governance	Establishment of entities in the university according to the provisions in the Universities Act and other supporting circulars with the proper administrative structure
Coordination and liaison	Any kind of activity that leads to interaction between the different entities of the university
Council	Governing Council of the University
UGC	University Grants Commission
QAC	Quality Assurance Council of the UGC
IQAC	Internal Quality Assurance Centre of the University
FQAC	Faculty Quality Assurance Cell
QA	Quality Assurance
TOR	Terms of Reference
SOP	Standard Operational Procedure

Policy statement:

IQAC ensures that efficient, effective and transparent mechanism is in place to institute, govern, create awareness, providing advice (on preparation and distribution of guidelines/manuals/codes of practice), coordinate and liaise among all the levels of university organizational structure and other external authorities.

Supporting Documents:

- i. The Universities Act no. 16 of 1978
- ii. Establishment code of HEI
- iii. Administrative and Financial Circulars (UGC, University etc...)
- iv. Codes of Practice (Ethics and Academic Accountability, Student Feedback, Peer Observation, Assessment of Students)
- v. Other QA policy documents of the UGC/QAAC
- vi. Norms and practices in the university as well as in other universities
- vii. By-laws of the /Sabaragamuwa University IQAC

Responsibility:

The IQAC is responsible for the implementation of this policy on institution, governance, co-ordination and liaison

Promulgation:

- i. This policy will be circulated as a printed document among the heads of all entities in the University
- ii. Will appear in the QA section of the university Website

Implementation:

- I. Definition of the establishment, governance and coordination and reporting mechanism and including it in the TOR/SOP for IQAC director and coordinators of FQACs
- II. The director of IQAC and coordinators of FQACs are responsible for adopting the governance and coordination mechanism and implementation as defined in the by-laws and the TOR/SOP

********This policy has been approved at 236th Senate meeting and at 257th Council***

*****This policy was originally in Internal Quality Assurance Policies (Amended) document as Policy 01. Internal Quality Assurance policy on institution, governance, internal advice and awareness, co-ordination & liaison with QA related authorities. It was taken as a separate document in order to categories them in to different policy areas***