Sabaragamuwa University of Sri Lanka

Policy Title – **Internal Quality Assurance policy on the preparation of Program Review, Institutional Review, follow-up and monitoring**

Policy Number – **Policy / SUSL / QA / 02**

Effective Date – 24.02.2020

Revised Dates – NA

Approving Authority – The Council, Sabaragamuwa University of Sri Lanka

Administrative Responsibility –Senate, Council

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Purpose:

The purpose of this policy is to ensure that an established mechanism exists for the preparation of PR, IR, post review follow-up and monitoring.

Scope

This policy is applicable to the all the academic, administrative, and other supportive entities functioning under the university and Quality Assurance Council of the UGC

Legislative context:

This policy is supported by the UGC Manuals on Program Review and Institutional Review, relevant Circulars and internal (university) circulars and circular letters.

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
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
PR	Program Review
IR	Institutional Review
SER	Self-Evaluation Report

Policy statement:

IQAC coordinates and facilitates the capacity building for the process of SER preparation for IR and PR, scheduling and preparation of site visits, post review and monitoring to ensure that the recommendations are adopted

Supporting Documents:

UGC Manuals for Program Review and Institutional Review

Responsibility:

The IQAC is responsible for the implementation of this policy on PR, IR preparation, follow-up and monitoring

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 mechanism for communication the PR and IR preparation schedule in compliance with UGC guidelines and ensure the timely submission of the SERs.

II. Definition of the post-review monitoring mechanism and implementing it.

*****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 02. Internal Quality Assurance policy on the preparation of Program Review, Institutional Review, follow-up and monitoring. It was taken as a separate document in order to categories them in to different policy areas*