



## Sabaragamuwa University of Sri Lanka

**Policy Title – Policy on Quality Assurance- SUSL**

**Policy Number – Policy / SUSL / QA / 05**

**Effective Date – 08.2021**

**Revised Dates – NA**

**Approving Authority – The Council, Sabaragamuwa University of Sri Lanka**

**Administrative Responsibility –Senate Standing Committee on Quality Assurance, Senate, Council**

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### **Overview**

Higher education confers in depth knowledge and understanding, so the students reach to new frontiers of knowledge in different specialties. Higher education is the back bone of the country, hence maintaining the quality of higher education is crucial.

### **Purpose**

Purpose of having a policy on quality assurance for Sabaragamuwa University of Sri Lanka (SUSL) is to ensure the excellence in undergraduate and postgraduate studies through a concrete quality assurance system in all the components of the higher education system in the University.

### **Scope**

This policy is for creating, activating, monitoring, facilitating, and enhancing the quality assurance system pertaining to all the activities related to the education in SUSL. This Policy is to ensure the delivery and maintenance of excellence in instruction, learning, research, academic and administrative, support services, student welfare, governance and community service.

### **Legislative context**

- I. By laws governing internal quality assurance SUSL (By law Number: 2 of 2020)
- II. Commission Circular No. 09/2019

- III. Terms of Reference of Director CQA and Faculty quality assurance coordinators (Approved at 247<sup>th</sup> senate held on January 2021 and confirmed at 248<sup>th</sup> Senate held on February 2021)

### **Definitions**

CQA – Centre for Quality Assurance

SSC-QA - Senate Standing Committee on Quality Assurance

FAQC - Faculty Quality Assurance Cells

QA - Quality Assurance

SUSL - Sabaragamuwa University of Sri Lanka

TOR – Terms of References

### **Policy Statement**

This document focuses on main facts on quality assurance (QA) approaches of the Sabaragamuwa University of Sri Lanka consistent with the Commission Circular No. 09/2019 issued on 07.09.2019 and the By laws governing internal quality assurance SUSL (By law Number: 2 of 2020).

1. Centre for Quality Assurance, hereinafter CQA, is the apex body assuring the quality of the University. It should carry out the quality assurance activities of the Sabaragamuwa University of Sri Lanka, hereinafter SUSL.
2. The SUSL shall commit for continual improvement in its quality as per the principles given in the “By laws governing internal quality assurance (By law Number: 2 of 2020).
3. In line with said By - Law 2 of 2020, CQA should perform the tasks (under the section of 2.1) to meet the recommended objectives and functions of the CQA, SUSL. Briefly, the CQA should take part in the quality enhancement of SUSL in accordance with national guidelines and international practices, it should ensure the university procedures to be in line with UGC guidelines & national requirements and also it should take necessary quality initiatives to monitor the quality assurance procedures to generate graduates with favorable public perception.
4. Senate Standing Committee on Quality Assurance hereinafter, SSC-QA, is the governing body of the quality assurance activities of the SUSL.
5. SSC-QA is chaired by the Vice Chancellor of SUSL and the composition of the committee should be as stated in the Commission Circular 09/2019 and By law Number: 2 of 2020.

6. The director, CQA should be appointed in accordance with the directions given in the Commission Circular 09/2019 and the director should work according to the given TOR.
7. Each faculty and Centre for Open and Distance Learning (CODL) shall setup Faculty Quality Assurance cells, and the composition should be as mentioned in the Commission Circular 09/2019 and By law Number: 2 of 2020.
8. Each Faculty Quality Assurance Cells (FQAC) should work towards the improvement of quality of the programmes offered by the faculties and it should oversee its quality assurance activities in close collaboration with CQA.
9. Coordinator of the FQAC should be appointed by the Faculty Board or equivalent body and the coordinator should work to meet the needs as in the TOR given (or as given in the By law Number: 2 of 2020, point 6.2).
10. The SSC –QA and the FQAC should follows the Standard Operation Guidelines as specified in the By law Number: 2 of 2020, point 7.1 and 7.2 respectively.
11. CQA, SUSL should report the progress to the Senate on regular manner and the FQACs should present their progress to the relevant Faculty Boards and subsequently to the Senate on monthly basis keeping a copy to CQA for information.
12. As it is essential to get the involvement of everyone in the University for Quality Assurance process, the administrative, Finance, Academic supportive services and other relevant parties should contribute effectively to the improvement of the standard of the SUSL. Hence it is utmost important to present their progress at their administrative level meetings on regular basis and having good communication with the CQA by effective reporting.
13. The administrative, Finance, Academic supportive services of SUSL should take part actively in maintaining the quality aspects of their activities through best practices such as developing code of conducts for their sections, developing Standard Operating Procedures (SOPs) / operational manuals. Also it is important to implement such initiatives and to monitor the implementation and take necessary measures.
14. SUSL should develop a very strong internal process incorporating all the members of SUSL in to a one umbrella for quality assurance with a prime aim of reaching to a quality culture.
15. This policy should be revisited in accordance with the changes /amendments /new Commission circulars and in such instances, the policy should be amended with the recommendation of the SSC-QA and followed by the Senate approval.

**Supporting Documents:**

- I. By laws governing internal quality assurance SUSL (By law Number: 2 of 2020)
- II. Commission Circular No. 09/2019
- III. Terms of Reference of Director CQA and Faculty quality assurance coordinators (Approved at 247<sup>th</sup> senate held on January 2021 and confirmed at 248<sup>th</sup> Senate held on February 2021)
- IV. Internal Quality Assurance Manual for Sri Lankan Universities (2013)

**Responsibility:**

- I. Vice Chancellor
- II. Senate standing committee on Quality Assurance
- III. Faculty Quality Assurance Cells (FQAC)

**Promulgation:**

- i. This policy will be circulated as a printed document among all the faculties and will be available in faculty quality Assurance cell websites
- ii. Will appear in the QA (Quality Assurance) section of the university Website
- iii. Will be available in the centers and in administrative entities
- iv. Will be circulated among all the academic, academic supportive, administrative, non-academic staff members and students of the university

**Implementation of the policy**

This policy should be implemented by the Vice chancellor of SUSL and the Centre for Quality Assurance of SUSL (Director), together with the SSC-QA.

**Centre for Quality Assurance,  
Sabaragamuwa University of Sri Lanka.  
June 2021**

***\*\*\*\*This policy has been submitted to the 254<sup>th</sup> Senate held in August***