

By-Law to be approved by the Council of the University of Sri Jayewardenepura under subsection (1) of Section 135 of the Universities Act No. 16 of 1978 in respect of Internal Quality Assurance under the Circular No. 04/2015 of the University Grants Commission.

1. Preamble

1.1 This By-Law may be cited as the Internal Quality Assurance By-Law No. 01 of 2017.

Name of the By Law

1.2 The term University is referred to the University of Sri Jayewardenepura. The terms IQAU and IQAC stand for Internal Quality Assurance Unit and Internal Quality Assurance Cell, respectively. QAAC stands for Quality Assurance and Accreditation Council of University Grants Commission (UGC).

Abbreviations used

1.3 As a policy, the University shall commit for continual improvement in its quality according to the following principles:

Quality Policy of the University

1.3.1 Comply with all applicable statutory laws and regulations.

1.3.2 Continuously improve the effectiveness of the quality management system and make the best use of resources in all quality matters.

1.3.3 Review performance against the quality objectives throughout the University regularly.

1.3.4 Adopt a forward-looking view on future expansions of higher education, which may have a positive impact on quality and demand in higher education.

1.3.5 Produce world-class graduates with professional standards.

2. Objectives

2.1 In this By-Law, the term 'quality' implies the highest standards and relevance of academic programmes, research and services of the University.

Definition of 'quality'

2.2 This By-Law enables the University of Sri Jayewardenepura to setup an internal quality assurance mechanism and to continuously improve the quality of all academic programmes, research and services.

Objectives of the By Law

3. Formation of IQAU and IQAC

3.1 Composition of the IQAU:

- (a) Vice Chancellor (Chairperson)
- (b) Director, IQAU (A Senior Academic)
- (c) Deputy Director, IQAU
- (d) Director, PIM
- (e) Deans of all Faculties

- (f) Registrar
- (g) Bursar
- (h) Librarian
- (i) Director, Staff Development Centre
- (j) Director, Distance and Continuing Education Unit
- (k) Coordinators of Faculty IQACs
- (l) Coordinator/ IQAC, PIM
- (m) Secretary, IQAU (DR/SAR/AR)

Composition of IQAU

3.2 In order to perform duties related to quality assurance at faculty level, each faculty shall setup an IQAC comprising the following members;

3.2.1 **Faculties *except* the Faculty of Graduate Studies:**

- (a). Dean of the Faculty or nominee (Chairperson)
- (b). Coordinator of the Faculty IQAC
- (c). Heads of Departments and/or senior academic staff members nominated from each Department
- (d). Any other member/s appointed on the recommendation of Faculty Board
- (e). SAR/AR of the Faculty

Composition of IQAC to decide at faculty level

3.2.2 **Faculty of Graduate Studies:**

- (a). Dean of the Faculty (Chairperson)
- (b). Coordinator of the Faculty IQAC
- (c). Chairpersons of Boards of Studies
- (d). Any other member/s appointed on the recommendation of the Faculty Board
- (e). SAR/AR of the Faculty

Composition of IQAC of Faculty of Graduate Studies

4. Responsibilities of IQAU and IQAC

4.1 Responsibilities of IQAU:

Responsibilities of IQAU

4.1.1 The IQAU shall liaise with the UGC through its QAAC and other external agencies.

4.1.2 The IQAU shall co-ordinate and guide all QA related activities within the University and report monthly to Senate.

4.1.3 The IQAU shall coordinate the facilitation of identifying and sharing of good practices between academic departments.

4.1.4 The IQAU shall conduct faculty level awareness programmes on QA among staff members, with the support of the Staff Development Centre.

4.1.5 The IQAU shall coordinate the establishment of IQACs for the Faculties and define the duties and responsibilities of IQACs.

4.1.6 The IQAU shall co-ordinate the preparation of Institutional Self -evaluation Report and Programme Review Reports.

- 4.1.7 The IQAU shall coordinate the preparation of the Annual Work Plan for the IQAU and a Strategic Plan for QA activities for the University.
- 4.1.8 The IQAU shall coordinate the preparation of necessary academic regulations/ By-Laws with regard to QA activities, QA related guidelines and manuals.
- 4.1.9 The IQAU shall coordinate the inclusion of QA aspects in the University Corporate Plan.
- 4.1.10 The IQAU shall coordinate the implementation of QA reviews/audits and follow up action.
- 4.1.11 Based on the recommendations made by the external reviewers, as to introduction of new academic programmes, the relevant faculty shall revise the detailed proposal and forward the same to the IQAU.
- 4.1.12 The IQAU shall ensure that the recommendations made by the external reviewers are properly addressed in the revised detailed proposal.

4.2 Responsibilities of IQAC:

Responsibilities of IQAC

- 4.2.1 The IQACs shall liaise regularly and closely with the Dean of the Faculty, Director/IQAU and Deputy Director/IQAU.
- 4.2.2 The IQACs shall assist the administration of student surveys/feedback, stakeholder meeting proceedings and other surveys.
- 4.2.3 The IQACs co-ordinate and guide all QA related activities within the Faculty and report monthly to the Faculty Board.
- 4.2.4 The IQACs shall co-ordinate the facilitation of identifying and sharing of good practices between academic departments under the Faculty.
- 4.2.5 The IQACs shall co-ordinate the conduct of faculty level awareness programmes on QA among staff members, with the support of the IQAU.
- 4.2.6 The IQACs shall assist the Dean of the Faculty, Director/IQAU, Deputy Director/IQAU to coordinate the inclusion of QA aspects in the Faculty Corporate Plan.
- 4.2.7 The IQACs assist the Director/IQAU in the preparation of QA related guidelines and manuals for use within the Faculty.
- 4.2.8 The IQACs shall assist the Dean of the Faculty, Director/IQAU and Deputy Director/IQAU to implement QA reviews/audits and follow up action.
- 4.2.9 The IQACs shall co-ordinate the preparation of Faculty Self- evaluation Report, Programme Review Reports.
- 4.2.10 The IQACs shall co-ordinate the preparation of the Annual Work Plan for the Faculty IQAC and a Strategic Plan for QA activities for the Faculty.

4.2.11 The IQACs shall ensure the necessary academic regulations/By-laws are in place, within the Faculty if not make recommendation for remedial action.

4.2.12 The IQACs shall maintain a repository of evidence at faculty level for the Institutional Reviews and Programme Reviews.

5. Meetings and Reporting

5.1 The IQAU shall meet once a month and report the progress of its activities to the Senate.

IQAU meets
once a month

5.2 IQAC of each faculty shall meet once a month and report the progress to the Faculty Board and inform to IQAU.

Appointment of Review
and Monitoring panels

6. Appointment of Review and Monitoring Panels

6.1 The Director of the IQAU shall request the Senate of the University to appoint panels for reviewing and monitoring of quality parameters. Senate shall appoint relevant senior academics and administrative staff members for these panels.

6.2 The members appointed to the Review and Monitoring panels shall work cooperatively with the IQAU as per the given Terms of Reference and submit their reports in time, when requested by the IQAU.

6.3 Academic entities shall cooperate with the Review Panel in order to facilitate its independent review.

7. Implementation and Monitoring of Recommendations made by the QAAC

Implementation of
recommendations

7.1 Each academic and administrative entities shall be responsible for implementing the recommendations made by the external reviewers, as to quality improvement.

7.2 The IQAU shall monitor the implementation of such recommendations by the relevant academic and administrative entities and report the progress to the Senate, periodically.