Revised Internal Quality Assurance Policy Manual

of

University of Sri Jayewardenepura

Prepared by

Internal Quality Assurance Unit

University of Sri Jayewardenepura

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Internal Quality Assurance of University of Sri Jayewardenepura

1. Introduction

This document outlines the key aspects of the internal quality assurance approach of the University of Sri Jayewardenepura (SJP) in compliance with the Commission Circular No. 04/2015 issued by the University Grants Commission (UGC)on 05[th]May 2015.It includes the aims of internal quality assurance, the composition, the responsibilities and the functions of the Internal Quality Assurance Unit (IQAU) of the University. It also includes the arrangements at the functional areas of the University, for the implementation of quality assurance activities.

2. Aims of Internal Quality Assurance

The aims of the Internal Quality Assurance (IQU) of the University have been identified as follows in line with the policy framework in this respect by the Quality Assurance and Accreditation Council (QAAC), University Grants Commission (UGC).

(a) To perform quality assurance(QA) of education provision of SJP

(b) To support sustainable quality enhancement within the SJP leading to a quality culture

(c) To present a clear and comprehensive profile, based on self-review and SWOT analysis concerning its study programmes, thus enabling continuous self-improvement.

As prescribed in the Internal Quality Assurance Manual for Sri Lankan Universities (2013), the areas of particular importance in IQA in SJP include the following:

- Policy and procedures for higher education
- Approval, monitoring and periodic review of programmes and awards
- Teaching, Learning and Assessment of students
- Quality assurance of teaching staff
- Learning resources and student support
- Information systems
- Public information

3. IQAU of the University

The apex body responsible for the IQA of the SJP is the Internal Quality Assurance Unit (IQAU). It is responsible for coordinating and carrying out the quality assurance activities of the SJP, promoting and sharing good practices, facilitation of external quality assessment and liaising with the QAAC. Its composition, reporting mechanism, and responsibilities and functions are given below.
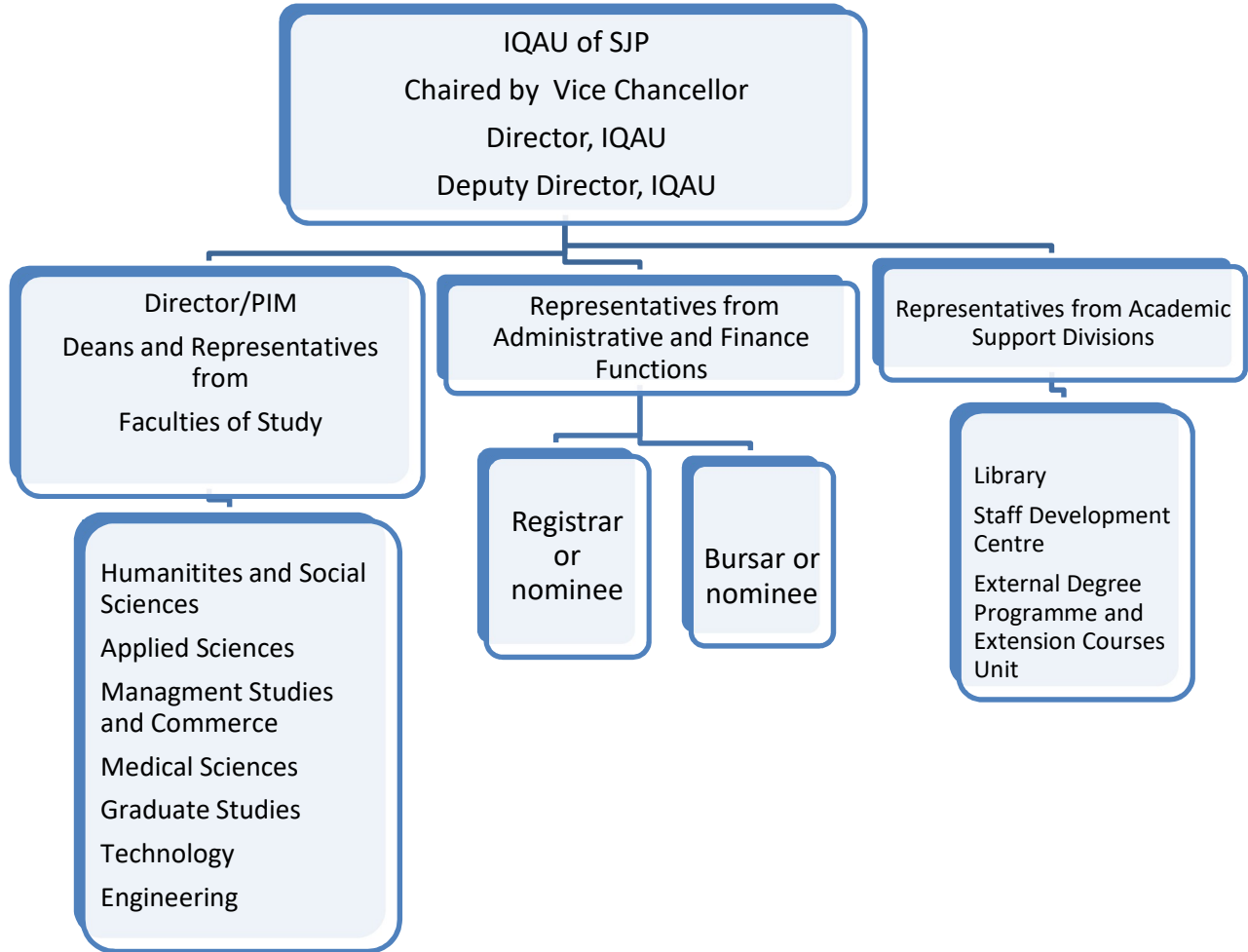
3.1 Composition of IQAU

This Unit is chaired by the Vice Chancellor of the University. This Unit comprises representatives from all Faculties of Study, and Divisions of Administration, Finance and Academic Support (Figure 1). Accordingly, the members of the IQAU are as follows:

- (a). Vice Chancellor (Chairperson)
- (b) Director, IQAU (Senior Academic)
- (c) Deputy Director, IQAU (Senior Academic)
- (d) Director, PIM
- (e) Deans of all Faculties of Study
- (f) Registrar
- (g) Bursar
- (h) Librarian
- (i) Director, Staff Development Centre
- (j) Director, Distance and Continuing Education Unit
- (k) Coordinators of Faculty IQACs/a Nominee from FGS
- (l) Coordinator/ IQAC, PIM
- (m)Secretary, IQAU (DR/SAR/AR)

A guideline for the appointment of the Director, IQAU and terms of reference (TOR) for Director, Deputy Director, and Coordinators of Faculty, IQACs have been devised separately in line with the overall aims of IQA stated in this Manual.

Figure 1:Composition of IQAU of SJP

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                    │         IQAU of SJP             │
                    │  Chaired by  Vice Chancellor    │
                    │      Director, IQAU             │
                    │  Deputy Director, IQAU          │
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            ┌────────────────┼────────────────────────┐
┌───────────────────────┐ ┌─────────────────────────┐ ┌──────────────────────────┐
│   Director/PIM        │ │ Representatives from     │ │ Representatives from      │
│ Deans and             │ │ Administrative and       │ │ Academic Support          │
│ Representatives from   │ │ Finance Functions        │ │ Divisions                 │
│ Faculties of Study    │ │                          │ │                           │
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         │                    ┌──────┴──────┐                    │
┌───────────────────────┐ ┌──────────┐ ┌──────────┐ ┌──────────────────────────┐
│ Humanitites and Social│ │ Registrar│ │ Bursar or│ │ Library                   │
│ Sciences              │ │ or       │ │ nominee  │ │ Staff Development Centre  │
│ Applied Sciences      │ │ nominee  │ │          │ │ External Degree Programme │
│ Managment Studies     │ └──────────┘ └──────────┘ │ and Extension Courses Unit│
│ and Commerce          │                           └──────────────────────────┘
│ Medical Sciences      │
│ Graduate Studies      │
│ Technology            │
│ Engineering           │
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3.2 Reporting Procedure of the IQAU

The IQAU will report the progress of its activities to the University Senate on monthly basis. Further, the IQACs of the Faculties of Study will present the progress of their activities monthly to the respective Faculty Boards, which will be subsequently reported to the Senate with a copy to IAQU. The administration, finance and academic support divisions will present the progress of their activities monthly at the Academic and Administrative Officers' Meeting, which will be subsequently reported to the IAQU.

3.3 Responsibilities and Functions of the IQAU

The IQAU of the SJP is responsible for carrying out the following activities in relation to the internal quality assurance of the University in line with the Internal Quality Assurance Manual for Sri Lankan Universities (2013).

- Co-ordinate all Quality Assurance (QA) related activities within the University
- Monitor and guide faculty level QA activities in relation to curriculum development and review, teaching learning and assessment, staff development etc.
- Liaise with the QAAC and other relevant external agencies
- Incorporate QA aspects to the University Corporate Plan
- Implement QA Reviews and pursue follow-up action
- Prepare Institutional Self-evaluation Report
- Prepare Guidelines on QA for the University
- Organize awareness programmes on QA for staff members
- Identify and share good practices among Departments
- Ensure the necessary academic regulations/by-laws are in place and if not take remedial action

In order to accomplish the above, IAQU will perform the following:

- Conduct Faculty level awareness programmes for all categories of staff members
- Establish an IQAC in each Faculty of Study
- Initiate and support preparation of the self-evaluation report (SER) for Institutional Reviews
- Assist Faculties and Departments of Study to prepare SERs for Programme Reviews

4. Role of Internal Quality Assurance Cell (IQAC)

The IQAC of a Faculty of Study is responsible for developing the guidelines relating to the quality assurance activities of the Faculty and overseeing the implementation of such activities. These activities will revolve around the following aspects.

1. Curriculum development, management and review
2. Teaching, learning and assessment methods
3. Learning environment (learning opportunities, resources and locations)
4. Academic staff (staff training, upgrading knowledge and skills, student and peer observation, reflection etc.)
5. Administrative staff (general administration and documentation)
6. Student support services (including academic guidance and counseling)
7. Students (including student progress and their achievements)

To guide and facilitate the activities of IQAC, an operating guideline has been prepared by IQAU.

The composition of the IQAC should be determined by each faculty based on the structure and the nature of activities out of the Faculty. However, it is highly recommended to adhere to a common format that will facilitate easy and effective communications among different departments/ units/boards of study of the Faculty and between Faculty IQAC and the IQAU-SJP.

5. Role of the Administrative, Finance and Academic Support Divisions

As Administrative, Finance and Academic Support Divisions of the University provide support services to carry out the academic activities of the various Faculties of Study, the respective Heads of these divisions are responsible for carrying out the following activities.

- Develop the guidelines for the conduct of functions of the respective divisions
- Develop the relevant operating manuals required in carrying out the respective functions
- Oversee the implementation of these functions in the respective divisions in line with guidelines and procedures
- Take remedial action when required

In carrying out these activities, it is expected that these divisions secure the support of the relevant officials of the Faculties of Study.

6. Conclusion

IQA is a continuous process. Everyone in the University is collectively responsible for the QA of its education provision and standard of awards. Hence everyone is expected to improve the quality of activities that they are engaged in. The establishment of the stipulated internal processes would contribute to enhance the quality of the University as a whole leading to a quality culture.