Operating Guidance for
Internal Quality Assurance Cells of Faculties of Study
University of Sri Jayewardenepura

Introduction

Internal Quality Assurance (IQA) is the process through which measures are established within an institution (University, Faculty, Department) to ensure that the education provision of and the standard of awards made in the name of the academic programs are maintained and improved to fulfil the expectations of the stakeholders. For this purpose, every University needs an Internal Quality Assurance Unit (IQAU) at University level and each Faculty of study of the University should establish an Internal Quality Assurance Cell (IQAC) to oversee its IQA activities under the guidance and in collaboration with the IQAU. This document outlines the underlying principles, the composition, functions and reporting requirements of an IQAC of a Faculty with the objective of serving as a guideline for the operation of an IQAC.

Principles

The IQAC of a faculty should operate based on the following broad principles:

- Adoption of a holistic approach and integrate academic, academic support and administrative activities of the Faculty to ensure fulfilment of the required academic and professional standards.
- Recognition and appreciation of the diversity of disciplines and/or subject areas offered by the Faculty.
- Promotion of open-minded discussion among the academic, academic support and administrative staff to enhance confidence on QA and create team-spirit in carrying out QA related activities.
- Rely on multiple methods and perspectives to improve quality, thus diversity within the faculty is not affected.
- Adoption of an evidence-based approach to QA with a focus on continuous improvement of academic and administrative activities of the Faculty

Composition

Each Faculty of study can decide the composition of the IQAC based on its structure and the nature of activities to be carried out. This cell should be represented by a member from each department of study/unit/board of study of a Faculty. Considering the type of activities that should be undertaken by an IQAC, it is recommended to appoint a responsible mid-senior level member from each Department of study/unit to oversee and guide its QA activities. One member of the IQAC should be appointed as its coordinator on consensus of the membership by taking into account the seniority and experience in QA related matters.

Functions

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

1. Management and review of degree programmes
2. Development of human and physical resources
3. Design and development of curriculum
4. Design and development of course/modules
5. Improvement of teaching and learning mechanisms
6. Provision of student support services and facilitating their progression
7. Review of student assessment mechanism and awards
8. Promotion of innovative and healthy practices

Reporting

The IQAC is required to report every month to the Faculty Board regarding the progress of its activities under the eight aspects stated above. The IQAC could report either on all these activities or some selected activities based on the manner in which they are being carried out in the respective faculty. Nevertheless, it is proposed to use a reporting format similar to one given in the Appendix 1 in this respect. A copy of the report on IQAC activities should be sent to the Internal Quality Assurance Unit (IQAC) on monthly basis to keep it aware of the developments taking place at faculty level.

Conclusion

IQA of a Faculty is a continuous activity. It should ensure that academic standards in education, research, community services and consultancy are safeguarded, enhanced and effectively managed. The mechanism established in this respect in a Faculty is the IQAC. Hence, each Faculty should assume responsibility for the proper functioning of its IQAC within the broad guidelines set out in this document.

Appendix 1

Report of IQAC

Faculty of -------------------------------------

Month ------------   **Year** --------------------

Aspect	Current State		Targets/Proposals	Best Practices (if any)
	Mechanism	**Activities**		
Management and review of degree programmes				
Development of human and physical resources				
Design and development of curriculum				
Design and development of course/modules				
Improvement of teaching and learning mechanisms				
Provision of student support services and facilitating their progression				
Review of student assessment mechanism and awards				
Promotion of innovative and healthy practices				

Signed by

Coordinator, IQAC