

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 and 09/2019 of the University Grants Commission.

1. Preamble

- 1.1 This By-Law may be cited as the Centre for Quality Assurance (CQA) Revised By-Law No. 01 of 2020. (Previous By-Law No. 01 of 2017 has been rescinded effective from 21.01.2020). Name of the By Law
- 1.2 The term University is referred to the University of Sri Jayewardenepura. The term CQA stands for University's Centre for Quality Assurance and QA cell stands for Quality Assurance Cell of each Faculty. QAC stands for Quality Assurance 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
- 2.3 Objective of establishment of a CQA:**
- (a) Institutionalize a culture of quality assurance in accordance with national guidelines and international practices. Objective of establishment of a CQA
 - (b) Ensure that the University procedures are aligned with UGC guidelines And national requirements.
 - (c) Develop and maintain favourable public perception of the University, through improved quality of education based on consistent practice

of quality assurance procedures.

3. Formation of CQA and QA cells

3.1 Composition of the CQA:

- (a) Vice Chancellor (Chair of the Committee)
- (b) Deans of all Faculties, Directors of Undergraduate and Postgraduate Institutes affiliated to the University, Rectors of Campuses affiliated to the University
- (c) Director, CQA
- (d) Deputy Director, CQA
- (e) The QA Cell Coordinators of Faculties, Institutes and Campuses, as recommended by the respective Faculty Board or Board of Management
- (f) Registrar (or nominee)
- (g) Bursar (or nominee)
- (h) Librarian (or nominee)
- (i) Director, Staff Development Centre
- (j) Director, External Degrees and Extension Courses Unit
- (k) Convener/Secretary to the Standing Committee should be the AR, SAR or DR of the Academic Division of the University
- (l) Any other member recommended by the Council

Composition of CQA

3.2 Composition of the QA cells:

In order to perform duties related to quality assurance at faculty level, each faculty shall setup a QA cell comprising the following members;

3.2.1 Faculties *except* the Faculty of Graduate Studies:

- (a) Dean of the Faculty or nominee (Chair of the Committee)
- (b) Coordinator of the Faculty QA cell
- (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 QA cell
of Faculties

3.2.2 Faculty of Graduate Studies:

- (a) Dean of the Faculty (Chair of the Committee)
- (b) Coordinator of the Faculty QA cell
- (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 QA cell
Faculty of Graduate Studies

4. Responsibilities of CQA and QA cells

4.1 Responsibilities of CQA:

4.1.1 The CQA shall liaise with the UGC through its QAC and other external agencies.

Responsibilities of CQA

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

- 4.1.3 The CQA shall coordinate the facilitation of identifying and sharing of good practices between academic departments.
- 4.1.4 The CQA shall conduct faculty level awareness programmes on QA among staff members, with the support of the Staff Development Centre.
- 4.1.5 The CQA shall coordinate the establishment of QA cells for the Faculties and define the duties and responsibilities of QA cells.
- 4.1.6 The CQA shall co-ordinate the preparation of Self Evaluation Report (SER) for Institutional Review (IR) and Programme Reviews (PRs).
- 4.1.7 The CQA shall support the University and programme offering entities within the University (i.e. Departments of Study, Faculties and Institutes), in preparation for external quality assurance assessments and accreditation requirements.
- 4.1.8 The CQA shall offer guidance and assistance to programme offering entities in defining programme objectives and outcomes, graduate profiles and course curricula which are in accordance with national reference points such as the Sri Lanka Qualifications Framework and Subject Benchmark Statements.
- 4.1.9 The CQA shall coordinate the preparation of the Annual Work Plan for the CQA and a Strategic Plan for QA activities for the University.
- 4.1.10 The CQA shall coordinate the preparation of necessary academic regulations/ By-Laws with regard to QA activities, QA related guidelines and manuals.
- 4.1.11 The CQA shall coordinate the inclusion of QA aspects in the University Corporate Plan.
- 4.1.12 The CQA shall coordinate the implementation of QA reviews/audits and follow up action.
- 4.1.13 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 CQA.
- 4.1.14 The CQA shall ensure that the recommendations made by the external reviewers are properly addressed in the revised detailed proposal.
- 4.1.15 The CQA shall develop, review and revise by-laws and standard operational procedures necessary for governance and management of CQA.

4.2 Responsibilities of QA cells:

- 4.2.1 The QA cells shall liaise regularly and closely with the Dean of the Faculty, Director/ CQA.
- 4.2.2 The QA cells shall assist the administration of student surveys/feedback,

Responsibilities of QA cells

stakeholder meeting proceedings and other surveys.

- 4.2.3 The QA cells co-ordinate and guide all QA related activities within the Faculty and report monthly to the Faculty Board.
- 4.2.4 The QA cells shall co-ordinate the facilitation of identifying and sharing of good practices between academic departments under the Faculty.
- 4.2.5 The QA cells shall co-ordinate the conduct of faculty level awareness programmes on QA among staff members, with the support of the CQA
- 4.2.6 The QA cells shall assist the Dean of the Faculty, Director/ CQA, Deputy Director/CQA to coordinate the inclusion of QA aspects in the Faculty Corporate Plan.
- 4.2.7 The QA cells assist the Director/CQA in the preparation of QA related guidelines and manuals for use within the Faculty.
- 4.2.8 The QA cells shall assist the Dean of the Faculty, Director/ CQA, Deputy Director/CQA to implement QA reviews/audits and follow up action.
- 4.2.9 The QA cells shall co-ordinate the preparation of Faculty Self Evaluation Report (SER) for Programme Reviews (PRs).
- 4.2.10 The QA cells shall support the Faculty and programme offering entities within the Faculty (i.e. Departments of Study) in preparation for external quality assurance assessments and accreditation requirements.
- 4.1.11 The QA cells shall offer guidance and assistance to programme offering entities in defining programme objectives and outcomes, graduate profiles and course curricula which are in accordance with national reference points such as the Sri Lanka
- 4.2.12 The QA cells shall co-ordinate the preparation of the Annual Work Plan for the Faculty QA cell and a Strategic Plan for QA activities for the Faculty.
- 4.2.13 The QA cells shall ensure the necessary academic regulations/By-laws are in place, within the Faculty if not make recommendation for remedial action.
- 4.2.14 The QA cells shall maintain a repository of evidence at faculty level for the Institutional Reviews (IRs) and Programme Reviews (PRs).

5. Meetings and Reporting

- 5.1 The Standing Committee of the Senate of CQA shall meet once a month and report the progress of its activities to the Senate. SC of CQA meets
once a month
- 5.2 QA cell of each faculty shall meet once a month and report the progress to the Faculty Board and inform to CQA.

6. Appointment of Review and Monitoring Panels

- 6.1 The Director of the CQA 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.

Appointment of Review
and Monitoring panels

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

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 CQA

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