



By-Laws of Internal Quality Assurance Unit

These By-laws govern the composition, term and functioning of the Internal Quality Assurance Unit (hereinafter referred to as IQAU) of the Wayamba University of Sri Lanka (WUSL).

Article 1: Goal

IQAU shall be a permanent unit independent from the Faculties, which through its work on quality assessment, aims creating and consolidating a culture of quality at WUSL. The IQAU plays a key role in the University's Quality Assurance (QA) and its main task is to implement the Quality Enhancement Policy and Academic Quality Enhancement Framework (AQEF) set out by the University's governing bodies.

Article 2: Objectives

The objectives of the IQAU shall be as follows:

- (a) Coordinating all QA related activities within the University.
- (b) Liaising with University Grants Commission / Quality Assurance Council (QAC) and other external QA agencies.
- (c) Providing advice to the relevant Governing Bodies of the University in relation to QA.
- (d) Implementing reviews/audit recommendations and follow up actions and monitor progress in their implementation.
- (e) Preparing institutional self-evaluation report.
- (f) Providing advice on QA to faculties and departments.
- (g) Monitoring and providing guidance in QA activities at the University and faculty level.
- (h) Facilitation of implementation of quality and QA aspects in University's Corporate Plan.
- (i) Identification and sharing of good practices between academic departments / Units.
- (j) Preparation off QA-related guidelines and manuals for use within the University.
- (k) Ensure the necessary Academic Regulations/By-Laws are in place, and if not, make recommendations for remedial actions.
- (l) Providing support to the officers and personnel involved in the management of QA processes, through organizing training and furnishing guidelines, operating instructions and any other tool of use in fostering comprehension and application.
- (m) Providing guidance for establishment of Faculty QA Cells and defining their duties and responsibilities.
- (n) Periodically reporting all above activities to the Senate and the Council.

Article 3: Structure of IQAU

The IQAU is placed directly under the purview of the Vice Chancellor and managed by a Director who shall be appointed as per Article 4 below. The IQAU operates through two constituent components:

- (a) A central governing component: Quality Assurance Management Committee (hereinafter referred to as QAMC) appointed by the Vice-Chancellor comprising the members given below, whose functions are to promote and direct, in agreement with the Governing Bodies, the University's Quality Assurance policies and administrative and financial control of IQAU;
- (b) An organizational/administrative component: The Quality Team (herein after referred to as QT), whose function is to implement the University's Quality Assurance system.

3.1 QAMC

3.1.1 QAMC is comprised of the following composition.

- (a) Vice Chancellor
- (b) Director, IQAU
- (c) Deans of all Faculties
- (d) Co-ordinators of Faculty QA Cells

- (e) Registrar (or his nominee)
- (f) Bursar (or his nominee)
- (g) Librarian (or his nominee)
- (h) Director, Staff Development Centre
- (i) Chairperson of the Academic Development, Planning, Scholarship and Ethics Committee (ADPSEC)
- (j) Chairperson of the Senate Research & Higher Degrees Committee (SRHDC)

3.1.2 Any other officers of the University shall be invited to attend the meetings of the QAMC whenever necessary. Student members (both undergraduate and postgraduate) representing the FQAC may also be invited to attend the meetings as invitees whenever necessary.

3.1.3 The Vice Chancellor acts as the Chairman of the QAMC.

3.1.4 Convenor/Secretary to the IQAU: An administrative officer (Senior Assistant Registrar or Assistant Registrar) assigned to the IQAU shall serve as the Convenor/Secretary to the QAMC.

3.1.5 Periodic meetings of QAMC:

The QAMC meets at least twice a year, to discuss the work done, issues of quality organization, the process of drafting the institutional plan for quality assurance, process of monitoring the quality assurance, establishment of indicators, monitoring conclusions, recommendations etc.

Agenda, place, date and time are set by the Director, IQAU.

Agenda is notified to other members, at least 3 working days before the meeting date. Notification can be done electronically or by mail.

3.1.6 Quorum:

(i) Meeting is announced open if half of the membership plus one more member of the QAMC are present.

(ii) If there are less than the quorum, the next meeting date is determined by the Vice Chancellor and it is notified to members.

3.1.7 Chair of the meeting:

Periodic meetings are chaired by the Vice Chancellor, who in the absence should outsource this task to the Director of IQAU.

Resolutions shall be passed by majority vote of those present. In the event of a tie, the Chairperson shall have the casting vote.

Minutes shall be drawn up for every meeting and sent to all members. As a rule, the minutes are approved at the very next meeting.

3.1.8 Powers duties and functions of QAMC:

The QAMC promotes a culture of quality inside a single Quality Assurance process concerning aspects relating to Teaching, Research and the Outreach.

The QAMC shall exercise the following powers, duties and functions:

- (a) Setting, in agreement with the Governing Bodies, the University's Quality Assurance policies, Guidelines and future lines of development.
- (b) Coordinating and supporting the implementation of QA procedures throughout the University.
- (c) Monitoring the implementation of the Quality Enhancement Policy as it pertains to Teaching Research and Outreach.
- (d) Undertaking initiatives that are helpful in promoting quality within the University.

- (e) Analyzing the results of the monitoring of the quality indicators undertaken by the QT and overseeing the dissemination of the associated results.
- (f) Monitoring the implementation of measures taken following recommendations and/or conditions stated by the internal and external reviewers.
- (g) Review and evaluate the progress of the IQAU and the FQACs.
- (h) Appoint sub-committees as it may deem necessary for the effective functioning of the IQAU.
- (i) Perform any other functions listed in Article 2 above.

3.2 The Quality Team (QT)

3.2.1 The QT is an organizational/functional component and it comprises following members;

- (a) Director, IQAU (Chairman)
- (b) Co-ordinators of the FQAC

3.2.2 Secretary to the QT: Senior Assistant Registrar / Assistant Registrar assigned to the IQAU.

3.2.3 The QT, an advisory and non-decision-making body, shall meet once in two months as a rule. Meetings are chaired by the Director of the IQAU.

3.2.4 The notice of call, setting out the agenda, shall be sent by e-mail to the members at least five days prior to the date that the meeting is scheduled for except in cases of urgency.

3.2.5 Minutes shall be drawn up for every meeting and sent to all members. As a rule, the minutes are approved at the very next meeting and are sent to the QAMC, which shall resolve on any proposals submitted by the QT.

3.2.6 The QT, further to being so delegated by the QAMC, is tasked with:

- (a) monitoring the student feedback mechanism for both undergraduate and postgraduate degree programmes.
- (b) organizing and verifying the annual and periodic monitoring and review of Degree Programmes.
- (c) organizing, circulating and updating a complete electronic archive of all the documentation concerning the University's QA process.
- (d) providing advice to the relevant Governing Bodies of the University in relation to QA.
- (e) providing support to the officers and personnel involved in the management of QA processes, through organizing training and furnishing guidelines, operating instructions and any other tool of use in fostering comprehension and application.

3.2.7 In relation to attaining the quality targets set out in the University's Statutes, the QT works very closely with the FQACs. In performing its functions, the QT may avail of the services of external experts in the field.

Article 4: The Director

4.1 The Director of the Internal Quality Assurance Unit shall be appointed by the Council of the University on the recommendation of the Vice-Chancellor. Applications for the post shall be entertained by the Vice-Chancellor from members of the academic staff of the University, holding posts of Senior Lecturer Grade I or above, with proven interest in the subject of QA.

4.2 The Director shall be responsible for;

(i) Academic Quality and Development

- (a) Work closely with the Deans of Faculties, Chairs of ADPSEC, SRHDC and others as appropriate, to provide leadership and strategic direction on quality assurance and enhancement across the University and with its collaborative provision ensuring compliance with external codes and benchmarks, and in particularly the Sri Lanka Quality Assurance System requirements.
- (b) Provide effective leadership to the entire staff on Academic Quality and Development.

- (c) Ensure that the IQAU is appropriately organised and managed to undertake its functions effectively and economically.
- (d) Work closely with senior academic staff with responsibility for academic quality enhancement to ensure that the University maintains a culture of continuous improvement with regard to the student experience and is prepared for successful participation in the Academic Quality Enhancement Framework of the University.
- (e) Contribute to the formulation, implementation and monitoring of strategies, procedures and regulations relating to academic programmes from bachelor's degree to PhD, with particular responsibility for ensuring that academic regulations and academic policies and procedures meet all external and internal requirements and remain current and fit for purpose.
- (f) Involve overseeing processes of validation and periodic review of programmes and providing leadership for external quality review events.

(ii) Strategic Planning

- (a) Support to develop, implement, and revise the University's Learning and Teaching Strategy, in collaboration with the Senate.
- (b) As an invited member of the Senate, contribute to the academic development of the University.
- (c) Contribute generally to the development and fulfilment of the University's Strategic Plan.
- (d) Assess the outcomes of student satisfaction surveys and advise the Vice-Chancellor and the Senate.
- (e) Keep abreast of national policy developments as they relate to quality assurance and Learning and Teaching and advise the Vice-Chancellor and others, as appropriate.
- (f) Engage with national and international developments in academic development, quality excellence, assurance and enhancement, and develop appropriate relationships with other higher education institutions and national bodies.
- (g) Ensure that the academic infrastructure of the University and Senate in particular, advances the Learning and Teaching Strategy of the University.

(iii) Learning and Teaching, Research and Knowledge Exchange

- (a) Work closely with the ADPSEC, SRHDC and other standing committees of the University to ensure the Learning and Teaching strategic objectives of the University are achieved.
- (b) Provide leadership and support to all areas of Learning and Teaching Development's work.
- (c) Ensure that the University is well-prepared for optimal performance in the Teaching & Learning process.
- (d) Work productively with the Chairpersons of SRHDC, ADPSEC, Director of External Affairs, Director of Staff Development Center and other Directors to ensure that there is co-ordinated and effective action across the University relating to the student experience.

(iv) Other

- (a) Provide advice and guidance to staff (and students, where appropriate) on matters of academic regulations and policy.
- (b) The overall administrative and financial management of the Centre, in accordance with policies, guidelines, rules and regulations as laid down by the QAMC from time to time.
- (c) The convening of meetings of the QAMC.
- (d) The maintenance of records pertaining to finances of the Centre.
- (e) The maintenance of inventories and documents of all equipment, furniture and other items received and disposed of.
- (f) Submitting financial, progress and evaluation reports as required to the Council, through the Vice-Chancellor.
- (g) To undertake other duties as may be required, commensurate with the post as recommended or delegated by the Vice-Chancellor.

4.3 The post holder will be an ex-officio member of ADPSEC, SRHDC and of other committees and working groups as appropriate.

4.4 Period of appointment: 3 years

4.5 Appointment to be made by the Vice-Chancellor after evaluation of applicants' profiles by a committee who would select the Director. Unless removed from office, Director can be re-appointed after calling fresh applications at the end of the term.

4.6 Method of selection: By calling applications followed by an interview

The following members of the selection committee appointed by the Senate shall evaluate the applications:

- (a) Vice-Chancellor
- (b) Two Deans nominated by the Senate
- (c) A Council member
- (d) A member nominated by the Senate among its members

4.7 If the Director, by reason of leave, illness, absence from Sri Lanka, or by any other cause is temporarily unable to perform the duties of his / her office, the Vice-Chancellor shall appoint a suitable person to carry on the duties and functions of the Director.

4.8 The office of the Director shall be deemed to be vacant if he/she is removed from office, or retires from University service, or resigns, or is for any other reason, unable to perform the duties of his / her office for a period exceeding three months.

4.9 The Council shall, in writing, remove the Director from office, if he/she is found guilty of fraudulent or illegal activities. The Director who ceases to hold office as Director shall revert to his / her substantive post.

4.10 The Director shall be invited to attend meetings of the Senate, and report on the activities of the Unit, on a regular basis.

Article 5: Faculty Quality Assurance Cells

Quality Assurance activities at Faculty level shall be managed by Faculty Quality Assurance Cells (FQACs).

5.1 Purpose

The FQAC has the mandate to create an environment that seeks to continually improve the quality of all academic and other related activities in the Faculty.

5.2 The FQAC composition and meetings

5.2.1 The FQAC shall comprise of;

- (a) Dean
- (b) Heads of Departments
- (c) Chairperson of the Faculty Curriculum & Academic Development Committee
- (d) Chairperson of the Faculty Teaching & Learning Committee
- (e) Chairperson of the Faculty Higher Degrees Committee
- (f) Chairperson of the Faculty Research & Publication Committee
- (g) The cadre Chair Professor in each Department in the Faculty
- (h) One (1) Senior Lecturer or above representing each of the Department
- (i) Directors of Board of Studies
- (j) The administrative officer (SAR or AR) assigned to the Faculty
- (k) One (1) Technical Officer / Management Assistant selected from the non-academic staff of the Faculty
- (l) Two (2) student representatives selected by the Student-Staff Liaison Committee (one undergraduate and postgraduate)

The administrative officer (SAR or AR) assigned to the Faculty shall serve as the secretary to the FQAC.

Any other officers of the University shall be invited to attend the meetings of the FQAC as invitees whenever necessary.

5.2.2 Co-ordinator of the FQAC: Co-ordinator of the FQAC shall be appointed among its members (excluding the Dean).

5.2.3 Meetings: FQAC shall meet at least twice in a semester or as such times as the Dean, Faculty Board or the FQAC shall consider necessary. It may also consider matters by correspondence, subject to report. Meetings are led by the Dean, who in the absence should outsource this task to the Co-ordinator of the FQAC.

Resolutions shall be passed by majority vote of those present. In the event of a tie, the Chairperson shall have the casting vote. The student member is not eligible for voting.

5.2.4 Quorum: Quorum shall be half of the membership plus one more.

5.2.5 Terms of Office

Except for *ex-officio* Terms of office for members of FQAC shall be three (3) years.

5.2.6 Responsibilities and Duties

The FQAC shall be the faculty's consultative body on matters pertaining to the objectives of the IQAU. Its responsibilities shall be;

- (a) to facilitate implementation of QA related policies of the University.
- (b) to promote quality enhancement activities (Academic Quality Enhancement Framework) within the faculty liaising with Curriculum & Academic Development Committee, Teaching Learning Committee, Higher Degrees Committee and other faculty committee and Departments.
- (c) to liaise with the IQAU, QAC of University Grants Commission and the University Grants Commission in facilitating the conduct of external programme reviews in the faculty.
- (d) to facilitate implementation of follow-up actions recommended in institution/programme review reports, monitor progress in their implantation and report to the QAMC in this regard.
- (e) to liaise with quality assurance bodies in other higher educational institutions, to share good practices and enhance the quality of higher education in the faculty.
- (f) to support and monitor implementation of learning activities and assessments that promote the development of socio-emotional skills among students.
- (g) to facilitate preparation of self-evaluation reports for programme reviews.
- (h) monitoring the student feedback mechanism for both undergraduate and postgraduate degree programmes.
- (i) organizing and verifying the annual and periodic monitoring and review of degree programmes of the faculty.
- (j) organizing, circulating and updating a complete electronic archive of all the documentation concerning the University's QA process.
- (k) providing advice to the Dean and the Faculty Board in relation to QA at the faculty level.
- (l) providing support to the faculty staff and students involving in QA processes, through organizing training and furnishing guidelines, operating instructions and any other tool of use in fostering comprehension and application.
- (m) periodically reporting all above activities to the Faculty Board and QAMC through the Dean or the Co-ordinator of FQAC.

Interpretations

- The term 'University' is referred to the Wayamba University of Sri Lanka.
- The term 'Council' shall mean the Council of the Wayamba University of Sri Lanka.
- The term 'Senate' shall mean the Senate of the Wayamba University of Sri Lanka.
- The term 'Director' shall mean the Director of the Internal Quality Assurance Unit of the Wayamba University of Sri Lanka.
- All interpretation of these By-Laws shall be referred to the Council, whose decision shall be final.
- For any matters not expressly regulated in these By-laws, reference is to be made to the applicable other by-laws and regulations.

Dated 3 April 2019

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