

Rajarata University of Sri Lanka

Internal Quality Assurance Unit (IQAU)

By-laws Governing Internal Quality Assurance

By-Law to be approved by the Council of the Rajarata University of Sri Lanka 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

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| 1.1 | This By-Law may be cited as the Internal Quality Assurance By-Law No:..... of 2017. | Name of the By-Law |
| 1.2 | The term University is referred to the Rajarata University of Sri Lanka. 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 | In this By-Law, the term 'quality' implies the highest standards and relevance of academic programs, research and services of the University. | Definition of 'quality' |
| 1.4 | As a policy, the University shall commit for continual improvement in its quality per following principles: | Quality improvement principles of the University |
| | 1.4.1 Comply with all applicable statutory laws and regulations | |
| | 1.4.2 Continuously improve the effectiveness of the quality management system and make the best use of management resources in all quality matters | |
| | 1.4.3 Review performance against the quality objectives throughout the University regularly | |
| | 1.4.4 Adopt a forward-looking view on future expansions of higher education, which may have a positive impact on quality and demand in higher education | |
| | 1.4.5 Produce world-class graduates with high professional standard | |

2 Quality Objectives

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| 2.1 | to setup an internal quality assurance mechanism | Objectives of the By Law |
| 2.2 | to continuously improve the quality of all academic programs, research and services. | |

3 Formation of IQAU and IQAC

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| 3.1 | Composition of the IQAU shall be; | Composition of IQAU |
| | a. Director of the IQAU (Deputy Vice Chancellor / Senior Academic) | |
| | b. Deans of all Faculties | |
| | c. Director, Staff Development Center | |
| | d. Director, Distance and Continuing Education Unit | |
| | e. Director, Computer Centre | |
| | f. Faculty coordinator of IQAC of each Faculty | |
| | g. Registrar | |

- h. SAR/ CDCE
- i. Bursar
- j. Librarian
- g. Convener/ Secretary to the IQAU (SAR/AR)

3.2 Each faculty and Centre for Distance and Continuing Education (CDCE) shall setup an IQACs comprising the following members to perform duties related to quality assurance at faculty level;

Composition of IQAC to perform at faculty level

3.2.1 Faculties

- a. Faculty Representative of the IQAU (Chairperson)
- b. One senior academic staff member who has a keen interest in maintaining quality, from each Department
- c. Senior Student Counsellor
- d. Any other member/s appointed by the Senate on the recommendation of Faculty Board
- e. SAR/AR of the Faculty (Member and the Secretary)

3.2.2 CDCE

- a. Director/CDCE (Chairperson)
- b. Member - Representing the Council
- c. Member - Senior Administrator
- d. Member - Senior Academic
- e. Member - Senior Academic as the secretary/ coordinator

Composition of IQAC of Centre for Distance and continuing Education

4 Responsibilities of IQAU and IQA

4.1 Responsibilities of IQAU:

Responsibilities of IQAU

- 4.1.1 The IQAU shall commit to establish appropriate mechanisms to maintain quality of academic programs and allied services of the University.
- 4.1.2 The IQAU shall be responsible to review and monitor quality parameters as prescribed by the University.
- 4.1.3 The IQAU shall be responsible for preparing the University for external review conducted by the QAAC and implementation of their recommendations.
- 4.1.4 The IQAU shall involve in preparing the Strategic Plan of the University, particularly in the areas related to quality assurance.
- 4.1.5 The IQAU shall submit recommendations to uplift the status of the University based on stakeholder feedbacks, public surveys statistics and other information.

4.2 Responsibilities of IQAC:

Responsibilities of IQAC

- 4.2.1 The IQAC shall commit to establish appropriate mechanisms to maintain quality of academic programs and allied services of the Faculty/ CDCE.
- 4.2.2 The IQAC shall be responsible for preparing the Faculty/ CDCE for program reviews conducted by the QAAC and implementation of their recommendations.
- 4.2.3 The IQAC shall submit recommendations to uplift the status of the Faculty/

CDCE based on stakeholder feedbacks, public surveys statistics and other information.

4.2.4 IQACs shall provide information requested by the IQAU to operate its activities efficiently.

4.2.5 IQAC of each Faculty/ CDCE shall cooperate with the IQAU in reviewing and monitoring the quality of academic programs, research and services provided by faculties.

5 Meetings and Reporting

5.1 The IQAU shall meet once a month and report the progress of its activities to the Senate. The number of meetings per year shall not be less than ten.

IQAU meets
approximately ten
meetings per year

5.2 IQAC of each Faculty and CDCE shall meet once a month and report the progress to the IQAU. The number of meetings per year shall not be less than ten.

IQAC meets
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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 academic 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 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 to facilitate its independent review.

7 Introduction of New Academic Programs

7.1 Faculties shall be responsible for identifying new academic programs based on the demand and need.

Commencement
of new academic
programs

7.2 'Proposal Brief' of the new program shall be submitted to the IQAU, together with the recommendation of the Faculty Board.

7.3 The IQAU shall forward the 'Proposal Brief' to the Senate with its observations for the consideration of the Senate.

7.4 If the approval of the Senate is granted, the respective Faculty shall prepare and submit the detailed proposal together with the recommendation of the Faculty Board to the Senate through the IQAU.

7.5 The Senate shall appoint two external reviewers to review the detailed proposal.

7.6 Based on the recommendations made by the external reviewers, the relevant Faculty shall revise the detailed proposal and forward the same to the IQAU. The IQAU shall ensure that the recommendations made by the external reviewers are properly addressed in the revised detailed proposal.

7.7 The IQAU shall submit the revised proposal to the UGC through the Senate and the Council.

8	Modifications to the Curriculum of an Existing Academic Program	Major revisions to the existing programs
8.1	All academic programs shall be reviewed, minimally, once in every five years adhering to the guidelines prescribed by the IQAU.	
8.2	Modifications identified by department/s or the faculty shall be reported to the IQAU in the specified format, with the recommendations of the Faculty Board. The IQAU shall forward the modifications with its observations to the Senate for the approval.	
8.3	The department/s or faculty shall implement the modified curriculum with the next immediate intake of students.	
9	Review and Monitoring of Academic and Administrative Processes	
9.1	The IQAU shall make the necessary arrangements to review all academic and administrative processes, annually, through Senate appointed panels to ensure that the intended quality objectives are achieved.	Review of existing programs.
9.2	The IQAU shall submit the review report to the Senate for its consideration/ approval.	
9.3	It is the responsibility of the relevant academic and administrative entities to implement the recommendations made by the Senate.	
10	Implementation and monitoring of recommendations made by the QAAC	
10.1	Each academic and administrative entity shall be responsible for implementing the recommendations made by the external reviewers.	Implementation of recommendations
10.2	The IQAU shall monitor the implementation of such recommendations by the relevant academic and administrative entities and report the progress to the Senate, periodically.	