

**Centre for Quality Assurance**  
**University of Vavuniya, Sri Lanka**

**By-Law**

1. Preamble
- 1.1 This By-Law may be cited as the Centre for Quality Assurance By-Law No: 01 of 2022 of the University of Vavuniya. Name of the By- Law
- 1.2 The term University is referred to the University of Vavuniya, Sri Lanka. CQA and FQAC stand for Centre for Quality Assurance and Faculty Quality Assurance Cell, respectively. QAC stands for Quality Assurance Council of University Grants Commission (UGC) Abbreviations used
- 1.3 In this By-Law, the term 'quality' implies the highest standards and relevance in excellence in undergraduate and postgraduate degree programmes to strengthen the ranking at national and global scale. 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

Centre for Quality Assurance of University of Vavuniya looks up to achieve the excellence in undergraduate and postgraduate degree programmes to strengthen the ranking at national and global scale.

### 2.1 **Recommended objectives and functions of the University's Centre for Quality Assurance**

#### 1. The CQA should seek to:

- a. Institutionalize a culture of quality assurance in accordance with national guidelines and international practices
- 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

#### 2. In order to achieve these objectives, the major functions of the CQA should include

- a. 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.
- b. 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

- c. Support establishment and effective functioning of Faculty QA Cells
- d. Promote and coordinate all quality assurance related activities within the university, through conduct of workshops, seminars, development of manuals, and other appropriate capacity building activities
- e. Liaise with the Quality Assurance Council of the UGC and other external quality assurance agencies as well as relevant international agencies
- f. Develop, review and revise by-laws and standard operational procedures necessary for governance and management of the CQA

### 3 **Formation of CQA**

Composition of  
CQA

#### 3.1 **Committee Composition and Meetings**

The composition of the Senate Standing Committee on Quality Assurance consisted of following composition according to the Circular No. 09/2019. The participation of Vice Chancellor as the chairperson at the Senate Standing Committee on Quality Assurance in the University was emphasized so that the true position of QA work in Universities is discussed and stated that QA work should not be over powered by the administrative body.

- a. Vice-Chancellor (Chair of Committee)
- b. Deputy Vice-Chancellor (where relevant)
- c. Director, CQA
- d. Deans of all Faculties, Directors of undergraduate and postgraduate institutes affiliated to the University, and Rectors of campuses affiliated to the University
- e. The Coordinators of FQAC, 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, Centre for Continuing Education (or similar entity)
- 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

### 3.2 Composition of the FQA cells:

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

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| <ul style="list-style-type: none"> <li>a. Dean of the Faculty or nominee (Chair of the Committee)</li> <li>b. Coordinator of the Faculty QA cell</li> <li>c. Heads of Departments and/or senior academic staff members nominated from each Department</li> <li>d. Any other member/s appointed on the recommendation of Faculty Board</li> <li>e. SAR/AR of the Faculty</li> </ul> | <p>Composition of<br/>QA cell of<br/>Faculties</p> |
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### 3.3 Quorum

Quorum shall be 50% of the membership

### 3.4 Meetings and Reporting

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| <p>3.4.1 The Standing Committee of the Senate of CQA shall meet once a month and report the progress of its activities to the Senate.</p> <p>3.4.2 FQA cell of each faculty shall meet once a month and report the progress to the Faculty Board and inform to CQA.</p> | <p>SC of CQA meets<br/>once a month</p> |
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### 3.5 Terms of Office

Terms of Office for appointed members of this Committee will be three years

## 4. Responsibilities of CQA and FQA 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 FQA 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,
- 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.

Responsibilities  
of FQA cells

- 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.
- 4.2.11 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. **Appointment of Review and Monitoring Panels**

- 5.1 The Director of the CQA shall request the Senate of the University to appoint panels for reviewing and monitoring

Appointment of  
Review and  
Monitoring panels

of quality parameters. Senate shall appoint relevant senior academics and administrative staff members for these panels.

5.2 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.

5.2 Academic entities shall cooperate with the Review Panel in order to facilitate its independent review.

6. **Implementation and Monitoring of Recommendations made by the CQA.**

Implementation  
of  
recommendations

6.1 Each academic and administrative entities shall be responsible for implementing the recommendations made by the external reviewers, as to quality improvement.

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