**UVA WELLASSA UNIVERSITY**

**

Internal Quality Assurance By-Laws

Internal Quality Assurance Unit (IQAU)

Uva Wellassa University

**Internal Quality Assurance By-Laws of**

**Uva Wellassa University of Sri Lanka**

Approved by the Senate on 16th August 2017 and Council of the Uva Wellassa University of Sri Lanka on 25th August 2017 under Subsection (1) of Section 135 of the Universities Act No. 16 of 1978 pertaining to Quality Assurance Policies and Strategies stipulated in the University Grants Commission Circular No. 04/2015. These By-Laws may be cited as the Internal Quality Assurance By-Laws of 2017 of Uva Wellassa University of Sri Lanka.

**1. Rationale**

* 1. Uva Wellassa University of Sri Lanka, referred hereafter as UWU, shall emphasize constant improvement of the quality of its core activities - education and research – while maintaining exceptionally higher standards in all other operational and support activities that assure overall institutional excellence.

* 1. In the context of these By-Laws, “Quality” refers to a set of globally recognized standards that can be used to gauge the level of compliance and competence of the institution with respect to its fundamental mission.
  2. Quality assurance and quality improvement shall be an integral part of academic, administrative, financial and operational activities of UWU.
  3. Formulation of policies on quality assurance and improvement, and their implementation in the UWU shall be governed by the Council of UWU in compliance with relevant national policies.
  4. This By-law enables UWU to setup and implement an internal quality assurance mechanism to maintain and improve quality standards in all academic programs, research and services.

**2. Quality Assurance Operational Mechanism**

2.1 Quality assurance and improvement policies of UWU shall be implemented and coordinated through the Internal Quality Assurance Unit, referred hereafter as IQAU or an equivalent entity in compliance with the national policy.

**2.1.1 Composition and Governing Structure of IQAU**

The IQAU shall be placed directly under the purview of the Vice Chancellor and managed by a Director. Administrative and financial control of the IQAU shall be managed through a Management Committee appointed by the Vice Chancellor of UWU as stipulated in the prevailing rules and regulations pertaining to quality assurance in higher education institutions. The minimum composition of the Management Committee of IQAU shall be;

* 1. Vice Chancellor (Chairperson)
  2. Director - IQAU (Senior Academic with substantial experience and knowledge in Quality Assurance)
  3. Deans of all Faculties
  4. Coordinators of Faculty/Division IQACs
  5. Registrar (or permanent nominee)
  6. Bursar (or permanent nominee)
  7. Librarian (or permanent nominee)
  8. Director - Staff Development Centre
  9. Convener/Secretary to the IQAU (SAR/AR)

The Vice Chancellor shall act as the Chairperson of the Management Committee of the IQAU. In the absence of the Vice Chancellor, the Director shall chair the Management Committee.

**2.1.2 Functions and Responsibilities of IQAU**

2.1.2.1 The IQAU shall liaise with the UGC/QAAC and other external QAA agencies and ensure that the UWU’s QA processes and procedures are in compliance with QAAC guidelines and national requirement. Accordingly, the IQAU shall constantly raise awareness in UWU on current national and global developments in respect of quality improvement aspects.

2.1.2.2 The IQAU shall commit to establish, a vibrant mechanism to maintain and continuously improve the quality standards of all academic programs, research and services of UWU.

2.1.2.3 The IQAU shall plan, organize, develop, facilitate and monitor all QA related activities of UWU that include but not limited to;

2.1.2.3.1 Monitoring of QA activities in UWU and providing necessary guidance and assistance to uplift the status of UWU.

2.1.2.3.2 Guiding and assisting the program offering entities i.e. Departments, Faculties and Centres of UWU to define program objectives, program outcomes, graduate profiles aligning with the QA guidelines and support continuous quality improvement.

2.1.2.3.3 Developing standards and benchmarks for various academic and administrative activities of UWU.

2.1.2.3.4 Organizing awareness programs in collaboration with the Staff Development Centre for capacity building and promoting QA culture within the different operational entities in UWU;

2.1.2.3.5 Facilitating the creation of outcome-based education and student-centered learning.

2.1.2.3.6 Facilitating External Reviews such as Institutional review (IR) and Programme Reviews (PRs) conducted by QAAC at UWU by assisting in preparing Self Evaluation Reports (SERs).

2.1.2.3.7 Implementing QA Reviews/Audit and follow-up actions.

2.1.2.3.8 Developing By-Laws that would define operational procedures for governance and Management of the respective IQAUs and gaining approval from the Senate and Council of UWU.

2.1.2.3.9 Ensuring academic regulations/By-Laws are in place, if not make recommendations for remedial action.

2.1.2.3.10 Incorporating Quality and QA aspects in the Institution’s Corporate Plan.

2.1.2.3.11 Encouraging different operational entities of UWU to identify and share good practices.

2.1.2.3.12 Preparing QA-related guidelines and manuals for use within UWU (e.g. Academic regulations, equipment manuals, laboratory manuals).

2.1.2.3.13 Establishing QA cells at different Faculties, Administration & Finance Divisions, and other operational entities and defining their duties and responsibilities.

2.1.2.3.14 Scrutinizing all relevant documentations, where appropriate, for quality compliance prior to submission to approving authorities. This shall include but not limited to new and revised curricula, proposals on development projects, and review reports.

2.2 Quality assurance and improvement activities at various operational levels of UWU shall be carried out by the Internal Quality Assurance Cells, referred hereafter as IQACs or equivalent entities. Members of the IQACs shall be appointed by the respective Faculty Boards/Heads of operational Divisions.

**2.2.1 Composition of Faculty IQAC**

The minimum composition of the Faculty IQAC shall be;

1. Dean of the Faculty (Chairperson)
2. Head/s of the Department/s
3. Faculty Coordinator of IQAU (Secretary/IQAC)
4. A representative from each degree programme offered by the Faculty

**2.2.2 Composition of IQAC - Administration and Finance Division**

The minimum composition of the IQAC/Administration and Finance Division shall be;

1. Registrar
2. Bursar
3. Senior Assistant Registrar/General Administration
4. Assistant Registrar/ Examinations
5. Assistant Registrar/Human Resources
6. Assistant Registrar/Student Affairs
7. Assistant Bursar/Payments

**2.2.3 Functions and Responsibilities of IQACs**

2.2.3.1 The IQACs shall plan, organize, develop, facilitate and monitor all QA related activities of within the Faculty/Division to maintain and improve its quality standards.

2.2.3.2 The IQACs shall prepare the Faculty for Programme Reviews (PRs) conducted by the QAAC and implement of their recommendations (Faculty IQACs).

2.2.3.3. The IQACs shall contribute to Institutional Review (IR) of UWU by assisting in preparing Institutional Self Evaluation Report (SER) where necessary and applicable.

2.2.3.4. The IQACs shall give advices on QA to the relevant Faculty/Division.

2.2.3.5. The IQACs should submit recommendations to the relevant Faculty/Division to continuously improve its quality standards based on the stakeholder feedback surveys.

2.2.3.6. The IQACs shall initiate and implement good practices within the Faculty/Division.

2.2.3.7. The IQACs shall prepare QA-related guidelines and manuals for use within the Faculty/Division.

2.2.3.8. The IQAC should ensure that the necessary regulations/By-Laws are in place, and if not, make recommendations for remedial action.

2.2.3.9. The IQAC shall maintain interactions among all stakeholders in the form of regular meetings, discussions, workshops, seminars and training programmes.

**3. Meetings and Reporting Procedure**

3.1 The Director/IQAU shall report directly to the Vice Chancellor.

3.2 The IQAU shall meet at least quarterly and report the progress of its activities to the Senate.

3.3 The IQACs of each Faculty/Division shall meet at least once in two months and report the progress to the relevant Faculty Board or the Head of the Division and to the IQAU.

3.4 The IQAU shall prepare an annual activity plan and submit it to the Senate and the Council of UWU for approval before commencing a calendar year.

3.5 The Director/IQAU shall report at the UGC Standing Committee on QA the bimonthly progress of the IQAU and submit a quarterly report of the IQAU to the QAAC, UGC.