

BY LAWS GOVERNING QUALITY ASSURANCE ACTIVITIES IN THE UNIVERSITY OF KELANIYA

These By-Laws made by the Council of the University of Kelaniya under Section 135(1)(e) and read with Section 29 (f) and (g) of the Universities Act No 16 of 1978 as amended by the University (Amendment) Act No 7 of 1985, may be cited as the Quality Assurance Centre By-Law No 1 of 2015 and shall come into operation with effect from 1 April 2015. A Centre to oversee all quality assurance activities is hereby established at the University of Kelaniya, and shall be hereinafter referred to as the Center for Quality Assurance (CQA).

➤ **Goal**

The goal of the CQA shall be to create a culture that seeks to continually improve the quality of all academic activities in the University of Kelaniya.

➤ **Objective**

The objectives of the CQA shall be as follows:

1. To promote quality enhancement activities within the university.
2. To liaise with the Quality Assurance and Accreditation Council and the University Grants Commission of Sri Lanka in facilitating the conduct of external reviews in the university.
3. To assist the Vice-Chancellor in preparation of the self-evaluation report for institutional reviews.
4. To guide faculties and departments in the university in preparation of self-evaluation reports for programme and subject reviews.
5. To facilitate implementation of follow-up actions recommended in subject, programme or institutional review reports, and monitor progress in their implementation.
6. To liaise with quality assurance units in other higher educational institutions, to share good practices and enhance the quality of higher education in Sri Lanka.

➤ **Organizational Structure**

The CQA shall be headed by a Director who shall be appointed as per Clause 7 (a) below and further strengthened by the UGC Circular 2019/09. The CQA shall be managed by a Senate Standing Committee (hereinafter referred to as SSC), appointed by the Vice-Chancellor as per Clause 4 (a) below. Quality Assurance activities at Faculty level shall be managed by Faculty Quality Assurance Cell (FQACs) established as per clause 5 (a) below.

➤ **Senate Standing Committee on Quality Assurance**

1. The Senate Standing Committee in QA shall consist of the following persons:

1. The Vice-Chancellor of the University, who shall be the Chairperson of the Committee
 2. The Deputy Vice-Chancellor of the University, who shall be the Chairperson in the absence of the Vice-Chancellor
 3. The Director of the Centre, who shall be the Chairperson in the absence of the Vice-Chancellor
 4. The Deans of each of the seven Faculties of the University
 5. Faculty Coordinator, of each Faculty Quality Assurance Committee, nominated by the Dean
 6. The Registrar of the University of Kelaniya or a representative
 7. The Bursar of the University of Kelaniya or a representative
 8. The Librarian of the University of Kelaniya or a representative
 9. The Director of the Centre for Distance and Continuing Education of the University, or a representative
 10. The Director of the Staff Development Centre of the University
 11. Council Nominee
 12. The Director of the University Statistics and Data Monitoring Unit
2. The term of office of SSC members not holding *ex officio* membership shall be three years and they shall be eligible for re-appointment.
 3. A member of the MC not holding *ex-officio* membership may resign from his/her office by letter addressed in that respect to the Vice-Chancellor of the University of Kelaniya
 4. A non *ex-officio* member not attending three consecutive meetings without notice shall cease to be a member.
 5. Where a vacancy occurs mid-term, the person so appointed shall hold office for the remainder of the unexpired term of office.
 6. The SSC shall exercise the following powers, duties and functions:
 1. Take all policy and administrative decisions deemed necessary for the effective working of the CQA and the realization of the objectives of the Centre, as stipulated in Clause 2 above
 2. Appoint, terminate and exercise disciplinary control over contractual staff required for overall and effective implementation of activities undertaken by the Centre
 3. Recommend wages or salaries or other remuneration of such staff to the Council via the Finance Committee of the University
 4. Recommend to the Council, via the Finance Committee, suitable remuneration to members of teams who carry out subject, programme or institutional review visits in the University
 5. Recommend to the Council the appointment of a Quality Assurance Committee in each Faculty except the Faculty of Graduate Studies
 6. Support the activities of such Faculty Quality Assurance Cells
 7. Review and evaluate the progress of the Centre and the FQACs
 8. Decide on matters pertaining to publications of the CQA

9. Appoint such bodies as it may deem necessary for the effective functioning of the Center
10. Take all such other measures as it may deem necessary for the achievement of the objectives of the Centre, including the exercise of powers conferred by other relevant provisions of this By-Law
7. The SSC shall meet at least six times each calendar year.
8. An administrative officer (Deputy Registrar or Senior Assistant Registrar or Assistant Registrar in Academic Division) assigned to the Quality Assurance Centre shall serve as the Secretary to the SSC

➤ **Faculty Quality Assurance Committees**

- a. The FQAC shall consist of the following
 - a. The Dean of the Faculty
 - b. The Head of each Department in the Faculty
 - c. The cadre Chair Professors in each Department in the Faculty
 - d. Three other members nominated by the Dean from among the senior academic staff of the Faculty
- b. The objectives of the FQAC shall be as follows:
 - a. To promote quality enhancement activities within the Faculty
 - b. To support and monitor implementation of learning activities and assessments that promote the development of socio-emotional skills among undergraduate students
 - c. To facilitate implementation of QA related policies recommended by the CQA to the Senate and the Council of the University
 - d. To facilitate and monitor implementation of recommendations made by external reviewers and liaise with the SSC in QA in this regard
 - e. To liaise with the SSC in QA in drawing up a schedule for each review cycle
 - f. To guide departmental heads in preparation of self-evaluation reports for subject and programme reviews
- c. The FQAC shall be the Faculty's consultative body on matters pertaining to the objectives of the University QAC
- d. The FQAC shall meet at least six times a year, or more if deemed necessary; meetings shall be convened by the Dean of the Faculty.
- e. The Administrative Officer (SAR or AR) assigned to the Faculty shall serve as the Secretary to the FQAC.
- f. The FQAC shall report to the SSC in QA on a regular basis, through its Dean or the Faculty representative.

➤ **The Director**

- The Director of the Center for Quality Assurance shall be appointed by the Council of the University on the recommendation of the Vice-Chancellor with the concurrence of UGC-QAC. 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 Quality Assurance.
- The Director shall be responsible for
 1. The overall administrative and financial management of the Centre, in accordance with policies, guidelines, rules and regulations as laid down by the MC from time to time.
 2. The convening of meetings of the MC
 3. Facilitating the arrangements necessary for the conduct of external subject, programme and institutional reviews.
 4. The maintenance of records pertaining to finances of the Centre
 5. The maintenance of inventories and documents of all equipment, furniture and other items received and disposed of
 6. Submitting financial, progress and evaluation reports as required to the Council, through the Vice-Chancellor
 7. Any other functions necessary for the efficient and effective functioning of the Centre, as recommended or delegated by the Vice-Chancellor
- The term of office of the Director shall be three years from the date of appointment.
- Unless removed from office, any person who has been appointed as Director shall be eligible for re-appointment as Director. He / she shall not hold office for more than two consecutive terms.
- 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.
- 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.
- 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.
- The Director shall be invited to attend meetings of the Senate, and report on the activities of the Centre, on a regular basis.

➤ **Control of funds**

- All finances shall be handled according to government financial regulations, with the approval of the Finance Committee and the Council of the University, and under the supervision of the Bursar.
- All funds received by the Centre shall be deposited in the University account in favour of the Centre.
- If for any reason, it is deemed necessary to open an account on behalf of the Centre, independent of the University account, the MC shall forward its recommendations regarding the operation of such accounts to the Finance Committee and the Council of the University for final approval. In the event of such an account being established, the SSC shall be responsible for its operation.
- The Vice-Chancellor, Bursar and Director shall sign all funding agreements on behalf of the CQA
- The responsibility of receiving all such funds, their custody and disbursement shall be vested in the SSC in QA

➤ **Control of property**

- Property, both movable and immovable, acquired by way of purchase or otherwise, shall be vested in the SSC of the Centre
- Bequests, donations and other grants of property shall be accepted by the Centre with concurrence of the Council.
- In the event of the Centre ceasing to function, its assets shall be vested in the University of Kelaniya

➤ **Financial year**

- The financial year of the Centre shall be same as that of the University

➤ **Transitional provisions**

If there arises any difficulty in interpreting the provisions of these By-Laws, such questions shall be referred to the Council, whose decision on them shall bind the authorities of the Centre

➤ **Interpretations**

'Council' shall mean the Council of the University of Kelaniya

'Senate' shall mean the Senate of the University of Kelaniya

'Director' shall mean the Director of the Center for Quality Assurance of the University of Kelaniya

Any questions regarding the interpretation of these By-Laws shall be referred to the Council, whose decision shall be final.