Annex - 02

University of Peradeniya

By-laws made by the Council of University of Peradeniya under Section 45 (ix) read with Section 135 (1)(e) of the Universities Act No. 16 of 1978 (as amended) in relation to Internal Quality Assurance System of the University

Approved by the Senate at its 456th meeting held on 27th January 2021

Approved by the Council at its 502nd meeting held on 27th February 2021

By-laws made by the Council of University of Peradeniya under Section 45 (ix) read with Section 135 (1)(e) of the Universities Act No. 16 of 1978 (as amended) in relation to Internal Quality Assurance System of the University

BY-LAWS

PART I – GENERAL

1. These By-laws may be cited as the "By-laws relating to Internal Quality Assurance of the University" and shall come into operation on the date of approval by the Governing Council of the University. These by-laws are guided by the UGC Circular No 09/2019 dated 7th October 2019 which are issued to enhance the quality assurance framework of the Higher Educational Institutions (herein after referred to as the 'HEI') of the Country.
2. These By-laws enable the University to setup an internal quality assurance mechanism and by that continuously improve the quality of all core functions of the University to ensure the highest standards of quality in academic and administrative matters of the University.
3. With the formal adoption of these By-laws, the University of Peradeniya will establish a Center for Quality Assurance (herein after referred to as the 'CQA') by converting the formally established Internal Quality Assurance Unit.
4. To facilitate the coordination of quality assurance activities, a quality assurance cell shall be established within different entities in the University. Those shall be referred to as the Internal Quality Assurance Cell (herein after referred to as IQAC) of the respective Institute, Faculty, Center, Division or the relevant entity as appropriate.
5. The Objectives of the CQA are as follows:

    a. Support the University to develop on existing good practices to establish a quality culture within the institution with an enhanced governance and management

    b. Institutionalize globally recognized best practices and a quality culture within the university community with a robust quality assurance system

    c. Ensure that the university's quality assurance system is designed based on national requirements, guidelines and frameworks and the requirements of the students, staff of the university and the public.

    d. Liaise with the QAC of the UGC and other local and international quality assurance agencies to share good practices and enhance internal quality assurance of the University

    e. Develop, maintain and enhance quality of processes and outputs of the University in relation to education, research and community contributions

    f. Enhance awareness and engagement of all stakeholders on quality assurance

    g. Assist in developing the public perception of the university with the highest level of trust and confidence of all stakeholders ensuring transparency, accountability, and good practices in all aspects of operations

    h. Prepare the university to meet the external quality assurance assessment and accreditation requirements by the UGC and other local and international agencies and facilitate follow-up actions and monitor progress.

i. To foster and facilitate a wide ranging discussion on understanding the nature and functions of "quality" in the University system that recognizes both the diversity and range of disciplines of the Faculties/PGIs involved.

6. The CQA shall be managed by a Management Committee appointed as per the proceeding provisions. The Management Committee of the CQA shall be the "Senate Standing Committee on Quality Assurance", formed in accordance with the provisions stipulated in Section 46 (6)(vii) of the Universities Act.

7. The CQA shall be headed by a Director who shall be responsible to plan, organize, develop, facilitate and monitor all internal quality assurance programmes and activities of the University.

8. There shall be a Coordinator for each IQAC (Internal Quality Assurance Cell) appointed by the relevant entity of the University and shall be responsible for coordinating all internal quality assurance activities of the respective entity of the University.

PART II

THE MANAGEMENT COMMITTEE OF CENTER FOR QUALITY ASSURANCE (CQA)

9. The Management Committee shall be the academic and executive body of the CQA

10. The Management Committee shall consist of the following persons:

    a. Vice-Chancellor

    b. Deputy Vice-Chancellor

    c. Deans of all Faculties & Directors of Postgraduate Institutes affiliated to the University

    d. Director of the CQA

    e. Registrar

    f. Bursar

    g. Librarian

    h. Director, Staff Development Center

    i. Director, CDCE

    j. A member nominated by the Council

    k. Two members nominated by the Senate

    l. Coordinators of Internal Quality Assurance Cells of UoP

    m. Directors/Coordinators/Chairperson of Councils/University Centers/University Units/Committees of academic nature established outside the Faculties as determined by the Senate

11. The DR/SAR/AR of the CQA shall be the ex-officio Secretary to the Management Committee of the CQA, appointed under paragraph 32 below.

12. The Chairperson of the Management Committee shall be the Vice-Chancellor who shall preside at all meetings of the Management Committee. If the Vice Chancellor is unable to preside at a meeting, the Deputy Vice Chancellor shall chair the meeting. In the event both the Vice Chancellor and the Deputy Vice Chancellor are unavailable, the Committee shall elect any member present, to preside at such meeting.

13. The term of office of non ex-officio members of the Management Committee shall be three years and they shall be eligible for re- appointment.

14. The non-ex-officio members shall be appointed by the Vice-Chancellor and such non-ex-officio membership may resign from her/his office by letter addressed in that respect to the Vice-Chancellor.

15. The quorum for a meeting of the Management Committee shall be a half of its total membership.

16. Any non-ex-officio member of the Management Committee who fails to attend three consecutive meetings of the Management Committee, shall be deemed to have vacated her/his office as a member of a Management Committee and the Vice Chancellor shall take action to appoint a suitable person to fill the resulting vacancy in the Management Committee.

17. The Management Committee shall meet whenever necessary, however there shall be not less than ten meetings in each year.

18. The Director shall, whenever necessary or within one week upon the receipt of a written requisition from not less than one-third of the total membership of the Management Committee, convene a special meeting of the Management Committee.

19. Subject to the provision of the Universities Act and of any appropriate Instrument, the Management Committee shall exercise the powers and perform duties and functions conferred or imposed on or assigned to the CQA by this By-law.

20. The Management Committee shall exercise the following duties and functions: -

    a. Regulate and to determine all matters concerning the CQA in accordance with the provision of the Universities Act and of other appropriate Instruments

    b. Draft rules for all relevant matters in respect of which Rules are authorized to be made or may be made, and to submit such drafts to the Council/Senate, as the case may be, of the University for enactment

    c. Take all policy and administrative decisions deemed necessary for the effective working of the CQA

    d. Support, and review the progress of QA activities of IQACs

    e. Decide on matters pertaining to publication of the CQA

    f. Appoint such bodies as it may deem necessary for the effective functioning of the CQA

    g. Take all such other measures as it may deem necessary for the achievement of the objectives of the CQA, including the exercise of powers conferred by other relevant provisions of these By-Laws

21. The decisions of the Management Committee are subject to the approval of the Senate and/or the Council of the University, as the case may be

PART III

THE CENTER FOR QUALITY ASSURANCE (CQA)

22. Subject to the provisions in the preceding paragraphs, the Director shall be the officer in charge of the CQA.

23. The Director shall be appointed by the Council of the University on the recommendation of the respective selection committee. No persons shall be appointed as a Director of the IQAU for more than two consecutive terms.

24. Director shall, unless she/he vacates office earlier or is removed from office under-paragraph 25, hold office for a period of three years reckoned from the date of resuming the duties or until she/he completes his/her sixty fifth year, whichever event occurs earlier.

25. A Director shall be removed from office by the Council of the University on a vote of censure passed by not less than two-thirds of the total membership of the Management Committee at a special meeting convened for the purpose. The members present at such special meeting shall elect from among themselves a person other than the Director, to preside at such a special meeting. Alternatively, the Director can be removed by the University Council after following normal disciplinary or administrative procedure of the University.

26. If any vacancy occurs in the office of Director, by reason of leave, illness, absence from the Country, cessation of employment, removal or other cause, is unable to perform the duties of his/her office, the Vice-Chancellor of the University shall, within seven days of the occurrence of such vacancy, temporarily make such arrangement as she/he may think fit, for carrying on the duties of the office, until a Director is formally appointed.

27. The Director shall be a part-time officer of the CQA.

28. It shall be the duty of the Director, in accordance with such directions as may from time to time be officially issued to her/him in that behalf by the Management Committee, to ensure that the provisions of the Universities Act, this By-laws and of any appropriate instrument in so far as they relate to the IQAU, are duly observed, and she/he shall have and may exercise such powers as he may deem necessary for the purpose.

29. It shall be the duty of the Director to give effect, or to ensure that effect is given, to the decisions of the Management Committee.

30. Subject to the provisions set out in paragraph 28 and 29 above the Director shall be responsible for:

    a. The overall administrative and financial management of the CQA, in accordance with policies, guidelines, rules and regulations as laid down by

the Management Committee from time to time under the administrative and financial management rules and regulations of the University

b. The convening of meetings of the Management Committee

c. Facilitating the arrangements necessary for the conduct of external QA reviewers.

d. The maintenance of records pertaining to the Center.

e. Submitting progress/any other reports/documents to the Senate

f. Submitting financial, progress and evaluation reports as required to the Council, through the Vice-Chancellor

g. Any other functions necessary for the efficient and effective functioning of the Centre, as recommended or delegated by the Vice-Chancellor and the Management Committee

31. The Director of the CQA should report directly to the Vice-Chancellor.

32. The Vice-Chancellor shall appoint a Deputy Registrar/Senior Assistant Registrar/Assistant Registrar to the CQA on full-time basis to serve as the Convener/Secretary to the Management Committee and she/he shall be responsible for administrative management of the CQA

33. Upon coming in to force of these By-laws, the CQA shall be deemed to have been established with full power and authority to exercise following functions;

a. Develop regulations for the CQA and obtain recommendation of the Senate for approval of the University Council

b. Prepare operational guidelines for the CQA in accordance with the general guidelines developed by QAC of the UGC and customized the same for the university's governance structure/organogram and specific implementation arrangements.

c. Develop a 3-year Strategic Plan for the CQA; obtain approval from the University Senate and Council and concurrence of the QAC of the UGC, before implementation.

d. Develop the annual work plan for the CQA and obtain approval from the University Senate and Council at the commencement of each calendar year.

e. Develop the annual budget for CQA activities along with the University's Annual Action Plan

f. Ensure that the CQA is published in the University website and details are updated regularly

g. Report regularly on QA activities and the progress, to the University Senate/Council

h. Circulate notices of QA activities in the University to the University community and other Universities

i. Conduct university, faculty, institute and unit level awareness programs on QA for all stakeholders

j. Initiate and coordinate preparation of SER for Institutional Reviews

k. Motivate and support faculties, institutes and centers to prepare SERs for Program Reviews

l. Provide necessary training and conduct workshop for SER preparation

m. Motivate and support academic staff to showcase best practices in QA.

n. Develop relationships and liaise with international agencies and Universities on QA activities.

o. Support academic staff in the process of preparing proposals for the conduct of new degree programmes, and ensure that applications submitted to the UGC for approval in this regard are compatible with the Sri Lanka Qualifications Framework

p. Report on university QA activities at the UGC Standing Committee

q. Submit an annual report of the CQA to the QAC of the UGC

r. Convene and facilitate all meetings of the CQA

s. Assist manual preparations on QA aspects in Faculties, Institutes and other entities of the University

t. Make available to all staff and external stakeholders the results of external and internal reviews, including student surveys

u. Establish appropriate mechanisms to maintain quality of academic programmes and allied services of the University.

v. Review and monitor quality parameters as prescribed by the University.

w. Prepare the University for External Reviews conducted by the QAC and implementation of their recommendations.

x. Assist in preparing and monitoring the Strategic Plan and Corporate Plan of the University, particularly in the areas related to quality assurance

y. Submit recommendations to the authorities to uplift the status of the University based on stakeholder feedbacks, public surveys statistics and other information.

z. To exercise all other functions of the CQA the exercise of which is not otherwise provided for in these by-laws which are necessary for the QA activities of the Universities.

PART IV

ESTABLISHMENT OF IQAC

34. The Coordinator of IQAC shall be appointed by the Faculty Board/Board of Management of each PG Institute/CDCE. For other IQACs, the Coordinator shall be appointed by the Vice-Chancellor.

35. No persons shall be appointed as a Coordinator of the IQAC for more than two consecutive terms.

36. IQAC Coordinator, unless vacates office earlier or is removed from office Under paragraph 37, shall hold office for a period of three years reckoned from the date of her/his appointment or until she/he retires from the University service.

37. An IQAC Coordinator shall be removed from office by the Faculty Board/Board of Management of the PGIs/Vice Chancellor

38. If any vacancy occurs in the office of IQAC Coordinator by reason of leave, illness, cessation of appointment, removal or other cause, is temporarily unable to perform the duties of his/her office, the Faculty Board/Board of Management/Vice Chancellor shall formally appoint a new/acting Coordinator as appropriate.

39. The IQAC Coordinator shall be a part-time officer. She/he shall be an ex-officio member and officer-in-charge of the IQAC.

40. The Dean of the Faculty /Directors of the PG Institutes/CDCE or Chairman's of Board of Management of Centres/Units shall preside the meetings of the IQAC as the case may be.

41. The IQAC shall consist of the following persons:

    a. Dean of the Faculty/ Director of the Institute or Centre

    b. Coordinator of the IQAC

    c. The Heads of Departments/Chairpersons or Secretaries of Boards of Study and Committees as appropriate for the IQAC to reflect representativeness

    d. Staff members appointed by the Faculty Board/Board of Management/Vice-Chancellor as appropriate

    e. Representatives of important external stakeholders as decided by the Faculty Board/Board of Management

    f. AR/SAR/DR and AB/SAB/DB of the Faculty/Institute/the CDCE

    g. Representatives of relevant student populations as decided by the Dean of the Faculty /Director of the PGIs and Director / CDCE as appropriate

h. Members to represent different staff categories as determined by the Dean of the Faculty, Director of the Institute and Director CDCE to reflect inclusiveness in approaches taken for QA

42. The DR/SAR/AR of the Faculty/PG Institute/Centre/relevant entity shall act as the Secretary of IQAC

43. If the Chairman is unable to preside at a meeting, the IQAC Coordinator shall preside at such meeting.

44. Any appointed member of an IQAC shall, unless she/he vacates office earlier, hold office for a term of three years reckoned from the date of her/his assumption of duties as the case may be, and shall unless removed from office, be eligible for re-appointment.

45. Any member of an IQAC may resign her/his office by writing under her/his hand addressed to the Dean of the Faculty/Director of the Institute/Vice Chancellor as the case may be.

46. Any appointed member of an IQAC who without leave of absence fails to attend three consecutive meetings of a IQAC, shall be deemed to have vacated her/his office as a member of a IQAC and the Faculty Board/ Board of Management/Vice Chancellor shall take such action to appoint a suitable person to fill the resulting vacancy in relevant IQACs.

47. The quorum for a meeting of any IQAC shall be half of total membership.

48. IQAC of each entity shall meet once a month and report the progress to the CQA. The number of meetings per year shall not be less than ten.

49. Each IQAC shall exercise, perform and discharge the following powers, duties and functions in respect of the specialty concerned:

    a. To Consider and report on any matter referred to it by the Management Committee;

    b. To promote quality enhancement activities within the Faculty/ Institute/ Centre/Division.

    c. To liaise with the CQA of the University in facilitating the conduct of / arrangement for external reviews.

    d. To prepare documents necessary for External Reviews

    e. To facilitate implementation of follow-up actions recommended in Institutional/Program/Subject review reports and monitor progress in their implementation.

    f. To liaise with Faculty QA Cells in other Faculties/Institutes with the University, to share good practices and enhance the quality of higher education in Sri Lanka.

g. To appoint committees, which may include persons other than members of the IQAC for the purpose of considering and reporting on any special subject or subjects;

h. To facilitate and enhance all pertinent internal quality assurance measures as relevant

i. To assist the CQA to reach its university level goals

j. Any other relevant activity/activities that is/are empowered by the Faculty Board/Board of Management/or the Vice-Chancellor/ Registrar for any other entity.

50. The IQAC Coordinator shall be responsible for;

a. representing the Faculty/Institute/Centre / or any other relevant entity in the Management Committee of the CQA

b. preparing the Faculty/Institute/Centre/or any other entity for external reviews conducted by the QAC and implementation and monitoring of their recommendations.

c. submitting recommendations to uplift the status of the relevant entity of the University based on stakeholder feedbacks, public surveys statistics and other information.

d. providing information requested by the CQA in order to operate its activities efficiently.

e. cooperating with the CQA in reviewing and monitoring the quality of academic programmes, research and services provided by Faculties/ PGIs/ Centres or relevant entity.

PART V

51. Any amendments to these By-laws will be required to be approved by the Council of the University with the recommendation of the Management Committee.

52. In these By-laws:

"Act" means the Universities Act, No. 16 of 1978 as amended.

"Appropriate Instrument" means any Order, Ordinance, Statutes, By-laws, Regulation, Rule or Circulars made in accordance with the provisions of the aforesaid Act;

53. Cessation of Employment: shall include retirement, resignation, vacation of post, dismissal and termination.

Definitions:

- *Quality*: The fitness for purpose of a product or service according to a set of required standards, with minimum cost to society. *(The Manuals for Institutional and Program Reviews, University Grants Commission 2015)*
- *Quality Assurance:*
  - The persistent pursuit of goodness coupled tightly with a simultaneous relentless avoidance of badness and enhancing the fitness for purpose. (Adapted from *De Feo, J.A. (2017). Juran's Quality Handbook. New York: McGraw Hill*).00000000000000000000000
  - The policies and procedures by which the universities can guarantee with confidence and certainty that standard of its awards and quality of its education provision and knowledge generation are being maintained. It also refers to the process of maintaining standards reliably and consistently by applying criteria of success in a course, programme or institution. *(The Manuals for Institutional and Program Reviews, University Grants Commission 2015)*
- *Internal Quality Assurance*: Internal system of monitoring to ensure that policies and mechanisms are in place and to make sure that it is meeting its own objectives and pre-determined standards. *(The Manuals for Institutional and Program Reviews, University Grants Commission 2015)*

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