



UNIVERSITY GRANTS COMMISSION

Commission Circular No. 04/2015

**No. 20, Ward Place,
Colombo 07.**

05th May 2015

Vice-Chancellors of Universities,
Rectors of Campuses,
Directors of Institutes,

STRENGTHENING OF INTERNAL QUALITY ASSURANCE SYSTEMS IN UNIVERSITIES AND HIGHER EDUCATIONAL INSTITUTIONS THROUGH ESTABLISHMENT OF INTERNAL QUALITY ASSURANCE UNITS

Quality assurance is one of the statutory responsibilities of the University Grants Commission (UGC) which is considered to be a continuous and an on-going process. Assuring quality, in light of this, should not be considered as a one-off activity that takes place only in preparation for external quality assurance procedures.

The purpose of this Circular is, therefore, to enable universities and other higher educational institutions (HEIs) in Sri Lanka to set up their own internal quality assurance system at a high level of functionality. The University Council should appoint a central body for this purpose, which may be named the 'Internal Quality Assurance Unit' (IQAU), headed by a Director – IQA to plan, organize, develop, facilitate, and monitor all internal quality assurance program and activities.

Universities that have not established IQAUs shall take immediate steps to establish such facility as per the guidelines given in the Circular.

Functions and Responsibilities of the IQAU

It is suggested that the responsibilities of the IQAU shall include, amongst others, the following activities:

- Co-ordination of all QA related activities within the University/HEI
- Liaising with the UGC through its Quality Assurance and Accreditation Council (QAAC) and other external QA agencies
- Implementation of QA Reviews/Audits and follow-up action
- Preparation of Institutional Self Evaluation Report, Program or Subject Review Reports etc., where necessary and applicable
- Provision of advice on QA to all Faculties and Departments
- Monitoring and guidance in Faculty level QA activities
- Quality and QA aspects in the institution's Corporate Plan

- Facilitation of identification and sharing of good practices between academic Departments
- Preparation of QA-related guidelines and manuals for use within the institution (e.g. academic regulations, equipment manuals, laboratory manuals etc.)
- Ensure the necessary Academic Regulations/By-Laws are in place, and if not, make recommendations for remedial action
- Conduct, with the support of Staff Development Center of the University, Faculty level Awareness programs among staff members
- Establishment of Faculty QA Cells, and defining their duties and responsibilities

Governing Structure of the IQAU

The IQAU should be placed directly under the purview of the Vice Chancellor and managed by a Director. Its administrative and financial control will be managed through a Management Committee, which is comprised of the following minimum composition:

- Director – IQAU (Deputy Vice Chancellor/ Senior Academic)
- Deans of all Faculties (and / or a nominee from each Faculty, recommended by the Faculty Board)
- Registrar (or his nominee)
- Bursar (or his nominee)
- Librarian (or his nominee)
- Director - Staff Development Centre
- Convener/Secretary to the IQAU (i.e. Assistant Registrar)

The Director – IQAU should act as the Chairperson of the Management Committee of the IQAU.

He/she should be a Professor or a senior academic staff member of the university with substantial experience and knowledge in the discipline of quality assurance.

He/she should be appointed for a period of three years.

The Vice-Chancellor should appoint an Assistant registrar to the IQAU, may be on part-time basis, to serve as the Convener/Secretary to the IQAU.

Reporting Procedure

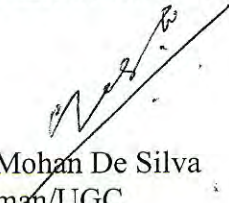
- The Director – IQAU should report directly to the Vice-Chancellor.
- The IQAU should prepare an Annual Work Plan and submit it to the University Senate and the Council for approval before commencing a calendar year.
- It is expected that the Director - IQAU should report its activities and progress of the Unit to the University Senate on a monthly basis.
- It is suggested that the Vice-Chancellor be invited to attend meetings that discuss issues of particular importance.
- The UGC through the ‘Standing Committee on Quality Assurance in Universities’ will coordinate and regularly review quality assurance related programs implemented across the IQAUs in the Universities/HEIs, and initiate progressive improvements.

- All IQAUs shall develop By-Laws that would define operational procedures with respect to governance and management of the respective IQAUs and submit to the governing council of the University and UGC for approval.

Logistics for the Director - IQAU

- The Director – IQAU will be eligible to receive a Monthly Allowance of Rs. 5,000 to carry out his/her duties.
- The University/HEIs authorities should provide office space, supportive staff, and logistics for the IQAU to carry out the duties smoothly. The UGC, through the HETC project, shall provide financial assistance to establish the IQAU in the said University (i.e. office equipment, stationary etc.).

Please take action accordingly with immediate effect.


Prof. Mohan De Silva
Chairman/UGC

- Copies :
1. Secretary, Ministry of Higher Education & Research
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary's Office/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Accountant/UGC
 9. Director, HETC Project
 10. Bursars of Universities
 11. Librarians/SAL/AL of the Higher Educational institutions/Institutes
 12. Deputy Registrars/Snr. Asst Registrars/Asst. Registrar of Campuses/Institutes
 13. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/ Institutes
 14. Internal Auditor/UGC
 15. Govt. Audit Superintendents of Universities
 16. Snr. Asst. Int. Auditor/Asst/Int. Auditor of HEI
 17. Secretaries of Trade Unions
 18. Auditor-General

File No. UGC/AC/QA/GEN