BHIKSU UNIVERSITY OF SRI LANKA
INTERNAL QUALITY ASSURANCE UNIT

Operating Guidance for Internal Quality Assurance Cells of Bhiksu University of Sri Lanka

1. Introduction

The Bhiksu University of Sri Lanka is devoted to produce traditional, versatile Theravada scholars who are endowed with textual pragmatic knowledge of the Dhamma with a knowledge on Buddhist Philosophy and Eastern and Western languages by ensuring students' excellence learning outcomes and enhanced educational opportunities.

The quality assurance system aims to safeguard the standards of the academic quality and quality with the Quality Assurance & Accreditation Framework of Sri Lankan universities and Higher Education Institutes. For this purpose, each university needs an Internal Quality Assurance Unit (IQAU) at University level and each Faculty of study of the University, Units and Sections should establish an Internal Quality Assurance Cell (IQAC) to supervise its Internal Quality Assurance (QA) activities under the direction and in collaboration with the IQAU.

This document outlines the underlying principles, the composition, functions and reporting requirements of an IQAC of the Bhiksu University of Sri Lanka with the objective of serving as a guideline for the operation of an IQAC.

2. Principles

2.1 The IQAC of a faculty, Units and Administrative sections should operate based on the following broad principles:

- Implementation of a holistic approach and integrate academic, academic support and administrative activities of the Faculty to ensure fulfilment of the required academic and professional standards.
- Preparation of the faculty for external institutional review.
- Identify and appreciation of the variety of disciplines areas offered by the Faculty.

- Producing recommendations to enhance the quality of the academic works / administrative works of the faculty, units or administrative sections via relying on multiple methods and perspectives.
- Promotion of open-minded discussion among the academic, academic support and administrative staff to enhance confidence on QA and create team-spirit in carrying out QA related activities.
- Adoption of an evidence-based approach to QA with a focus on continuous upgrading of academic and administrative activities of the University.

3. Composition

Composition of the IQAC is decided by the Council on the request of the Director of the IQAU. Each Faculty or unit of study and administrative sections can decide the composition of the IQAC based on its structure and the nature of activities to be carried out and request to the IQAU. This cell should be represented by a member from each department of study/unit/board of study of a Faculty. Considering the type of activities that should be undertaken by an IQAC, it is recommended to appoint a responsible mid-senior level member from each Department of study/unit to oversee and guide its QA activities. One member of the IQAC should be appointed as its coordinator on consensus of the membership by taking into account the seniority and experience in QA related matters.

4. Functions

4.1 IQACs of Faculty or Units

The IQAC is responsible for developing the guidelines relating to the QA activities of the Faculty, unit or administrative sections. These guidelines should oversee the implementation of such QA activities. IQACs are advised to follow mentioned aspects relating to a faculty or unit.

1. Management and review of degree programs
2. Development of human and physical resources
3. Design and development of curriculum
4. Design and development of course/modules
5. Improvement of teaching and learning mechanisms
6. Provision of student support services and facilitating their progression
7. Review of student assessment mechanism and awards
8. Promotion of innovative and healthy practices

4.2 IQAC – Administration

1. The organizational structure and management system are in compliance with University act, E-code etc.
2. The University strategic plan is in alignment with,
     i. national higher education policy framework
     ii. action plan of the unit
3. Develop activity plans for each administrative section, that align with the action plan of the University
4. Develop a Management Information System for each administrative section
5. Establish a progressive internal auditing system which conducive to improve administration work and mechanisms should be that to implement and monitoring of strategic plan, action plan etc.
6. Develop a mechanism to recruits adequate, qualified and experienced staff through transparent mechanisms
7. Preparation of job descriptions of all categories of staff and communicate all concern and review regular issues form of appointment
8. Develop a proper performance appraisal system to enrich the employee capacity
9. Establish a grievances handling committee for assisting workers to resolve their difficulties
10. Develop a welfare system for workers to strength their wellbeing
11. Preparation of the Standard Operation Procedures (SOPs) for each administrative work to uplift the administration work
12. Conduct monthly department level progress meetings
13. Transparent and fair disciplinary procedure
14. Compiling all UGC circular and circular letter for easy reference

5 Reporting

5.1 IQACs – Faculty and Units

The IQAC is required to report every month to the Faculty Board regarding the progress of its activities under the eight aspects stated above. The IQAC could report either on all these activities or some selected activities based on the manner in which they are being carried out in the respective faculty.

Nevertheless, it is proposed to use a reporting format similar to one given in the Appendix 1 in this respect. A copy of the report on IQAC activities should be sent to the IQAU on monthly basis to keep it aware of the developments taking place at faculty level.

5.2 IQAC – Administration

The IQAC is required to report every month to the IQAU regarding the progress of its activities under the aspect stated above. It is proposed to use a reporting format similar to one given in the Appendix 2 in this respect.

6 Conclusion

Internal Quality Assurance of a Faculty, unit or administrative section is a continuous activity. It should certify that academic standards in education, research, community services and consultancy are safeguarded, enhanced and effectively managed. Each Faculty, Unit or Sections should assume accountability for the proper operation of its IQAC within the broad guidelines set out in this document.

Name of The IQAC -------------------------------------

Month ------------   Year -------------------

Aspect	Current State		Targets/Proposals	Best Practices (if any)
	Mechanism	Activities		
Management and review of degree programmes				
Development of human and physical resources				
Design and development of curriculum				
Design and development of course/modules				
Improvement of teaching and learning mechanisms				
Provision of student support services and facilitating their progression				
Review of student assessment mechanism and awards				
Promotion of innovative and healthy practices				

Signed by

Chairman, IQAC

Appendix 2

Report of the IQAC, Non - academic staff

No

Month :- ……………………………………………   Year:- ……………………………………………………

Aspect	Current State		Targets/Proposals	Best Practices (if any)
	Mechanism	Activities		
The organizational structure and management system are in compliance with University act, E-code etc.				
The University strategic plan is in alignment with, i. national higher education policy framework ii. action plan of the unit				
Develop activity plans for each administrative section, that align with the action plan of the University				
Develop a Management Information System for each administrative section				
Establish a progressive internal auditing system which conducive to improve administration work and mechanisms should be that to implement and monitoring of strategic plan, action plan etc.				
Develop a mechanism to recruits adequate, qualified and experienced staff through transparent mechanisms				
Preparation of job descriptions of all categories of staff and communicate all concern and review regular issues form of appointment				
Develop a proper performance appraisal system to enrich the employee capacity				

Establish a grievances handling committee for assisting workers to resolve their difficulties				
Develop a welfare system for workers to strength their wellbeing				
Preparation of the Standard Operation Procedures (SOPs) for each administrative work to uplift the administration work				
Conduct monthly department level progress meetings				
Transparent and fair disciplinary procedure				
Compiling all UGC circular and circular letter for easy reference				

Signed by

Chairman, IQAC