



**BHIKSU UNIVERSITY OF SRI LANKA
CENTRE FOR QUALITY ASSURANCE (CQA)**

**BY-LAWS OF THE CENTRE FOR QUALITY ASSURANCE
BY-LAW No. 01/2023**

By-law of the Centre for Quality Assurance at the Bhiksu University of Sri Lanka is developed to be approved by the University Council under Circular No. 04/2015 and Circular No. 09/2019 of the University Grants Commission and the Bhiksu Universities Act No. 26 of 1996 as amended by the University by Act No. 15 of 2012.

First Revision on 12.09.2025

1. Preamble		
1.1	This By-law has been originally derived from By-law No. 01 of 2018 by incorporating necessary amendments, and thereafter it will be cited as the By-law of the Centre for Quality Assurance, BUSL, No. 01 of 2023. The first revision of this by-law will take effect from 12.09.2025	<i>Name of the by-law</i>
1.2	“University”- University is referred to as the Bhiksu University of Sri Lanka (BUSL).	<i>Name of the University</i>
1.3	“CQA”- Centre for Quality Assurance is the quality assurance unit.	<i>Main quality assurance unit</i>
1.4	“IQAC”- Internal Quality Assurance Cell is the sub-unit of the CQA.	<i>Sub-unit of the CQA</i>
1.5	“QAC”- Quality Assurance Council of the University Grants Commission (UGC).	<i>Quality Assurance Council</i>
1.6	“UPEDEC” – Unit of Postgraduate, External Degrees, and Extension Courses in the University.	<i>Unit of Postgraduate, External Degrees and Extension Courses</i>
1.7	In this By-law, the term 'quality' implies the highest standards and relevance in excellence in academic programmes, research, and services of the University.	<i>Definition of 'quality'</i>
1.8	This By-law shall come into operation with the approval from the University Council, upon the recommendation of the University Senate. Therefore, those important dates are listed below. This document was recommended by the Senate, BUSL at its 202 nd	<i>When did this By-Law come into operation?</i>

	<p>meeting held on 23rd of December 2022, for the approval of the University Council.</p> <p>This first revision was recommended by the Senate, BUSL at its 230th meeting held on 15th of August 2025 for the approval of the University Council.</p> <p>This first revision was approved by the Council, BUSL at 301st its meeting held on 12th of September 2025.</p>	
<p>2. Vision and Mission of the CQA</p>		
	<p>To achieve excellent quality in undergraduate and postgraduate programmes of the University, to strengthen the educational standards.</p>	<p><i>Vision of the CQA</i></p>
	<p>To ensure the highest quality learning, teaching, research and administration in the University through the development, implementation, and continuous improvement of quality enhancement in the University, and to ensure that the highest quality systems and procedures are achieved.</p>	<p><i>Mission of the CQA</i></p>
<p>3. The Aim of the CQA</p>		
	<p>The Centre for Quality Assurance of the BUSL shall achieve excellence in activities related to academics, research, and services of the University while being the driving force of continuous improvement of all core processes of the University.</p>	<p><i>The Aim of the CQA</i></p>
<p>4. Goals and Objectives of the CQA</p>		
	<p>Goal 1. PROVIDING HIGH QUALITY TEACHING-LEARNING PROCESS. Objectives:</p> <ul style="list-style-type: none"> 1.1 To introduce innovative approaches in teaching-learning process. 1.2 To improve assurance of learning through modified assessment strategies. 1.3 To establish a quality monitoring system for teaching, learning, and assessment procedures and make recommendations for improvements. 1.4 To develop a conducive environment for teaching and learning. <p>Goal 2. PROMOTING OF RESEARCH, DEVELOPMENT AND COMMUNITY INTERACTION. Objectives:</p> <ul style="list-style-type: none"> 2.1 To enhance research culture within the University. 2.2 To disseminate Buddhist culture within the community. <p>Goal 3. INCULCATING QUALITY ENHANCEMENT PRACTICES. Objectives:</p> <ul style="list-style-type: none"> 3.1 To integrate quality assurance procedures in higher 	<p><i>Goals and Objectives of the CQA</i></p>

	<p>education. 3.2 To create sustainability through manpower training.</p> <p>Goal 4. ENSURING GOOD GOVERNANCE. Objectives: 4.1 To introduce an effective management system. 4.2 To adopt best practices related to good governance.</p> <p>Goal 5. INCULCATING LIFELONG, SOCIAL RESPONSIBILITY AND NATIONAL DEVELOPMENT. Objectives: 5.1 To improve the community engagement and outreach activities of all staff. 5.2 To improve the social responsibility of students.</p>	
<p>5. Establishment of the CQA</p>		
<p>5.1</p>	<p>The CQA shall,</p> <ol style="list-style-type: none"> i. institutionalise a culture of quality assurance in accordance with national guidelines and international practices; ii. develop and maintain a favourable public perception of the University, through improved quality education based on consistent practice of quality assurance procedures; iii. liaise with the Quality Assurance Council of the UGC and other external quality assurance agencies; iv. develop, review, and revise regulations and standard operating procedures necessary for governance and management of the CQA; v. promote and co-ordinate all quality assurance related activities within the University, through the conduct of workshops, seminars, development of manuals, and other appropriate capacity-building activities; vi. coordinate the preparation of the necessary academic regulations/by-laws with regard to quality enhancement activities, quality assurance related guidelines and manuals; vii. co-ordinate the preparation of the Self Evaluation Report (SER) for Institutional Review (IR) and Programme Review (PR); viii. offer guidance and assistance to programme offering entities in defining programme objectives and outcomes, graduate profiles, and course curricula in accordance with the national reference points, such as the Sri Lankan Qualification Framework (SLQF) and Subject Benchmark Statements; ix. implement and monitor quality assurance reviews/audits and follow-up actions; 	<p><i>Functions and Responsibilities of the CQA</i></p>

	<ul style="list-style-type: none"> x. co-ordinate the preparation of the Annual Action Plan for the CQA; xi. involve in preparing the Strategic Plan of the University, particularly in the areas related to quality assurance; xii. review and monitor quality parameters as prescribed by the University; xiii. support the establishment and effective functioning of IQACs. 	
5.2	The Management Committee of the CQA is the Senate Standing Committee. This Committee shall operate under the authority and guidance of the Senate and be responsible for oversight and advancement of quality assurance activities within the University.	<i>CQA Senate Standing Committee</i>
5.3	The composition of the CQA Senate Standing Committee (CQASSC) shall be; <ul style="list-style-type: none"> a. Vice-Chancellor (Chair of the Committee). b. Director, CQA. c. Deans of Faculties. d. IQAC Coordinators of all Faculties/UPEDDEC/Library/ Administration & Non-academic. e. Registrar (or DR/SAR as nominee). f. Bursar (or DB/SAB as nominee). g. Librarian (or DL/SAL as nominee). h. Director, Staff Development Centre. i. Director, UPEDEC. j. DR/SAR/AR (Convener/ Secretary to the CQA). 	<i>Composition of the CQA Senate Standing Committee</i>
5.4	The quorum shall be fifty percent of the membership.	<i>The quorum of the CQASSC</i>
5.5	The CQASSC shall meet on a two-month basis. The number of meetings per year shall not be less than five. Any member shall not be absent for three consecutive meetings without furnishing a valid reason.	<i>Number of Meetings of the CQASSC</i>
5.6	The CQASSC reports the progress of its activities to the Senate. An annual progress report shall be provided to the QAC of the UGC.	<i>Reporting of the CQASSC meetings</i>
5.7	The CQA Steering Committee (CQASC) shall serve as the working group and take responsibility for coordinating, maintaining, and implementing quality assurance activities across separate entities.	<i>CQA Steering Committee</i>
5.8	The composition of the CQASC shall be; <ul style="list-style-type: none"> a. Director, CQA (Chair of the Committee). b. IQAC Coordinators, Faculties. c. IQAC Coordinator, UPEDEC. d. IQAC Coordinator, Library. e. IQAC Coordinator, Administration & Non-academic. f. Convener/ Secretary to the CQA (DR/SAR/AR). 	<i>Composition of the CQASC</i>
5.9	The quorum shall be fifty percent of the membership.	<i>The quorum of the CQASC</i>

5.10	The Steering Committee shall meet every two months. The number of meetings per year shall not be less than five. It may consider matters of correspondence. Any member shall not be absent for three consecutive meetings without a valid reason.	<i>Meetings of the CQASC</i>
5.11	The Steering Committee shall report to the Senate Standing Committee.	<i>Reporting of the CQASC</i>
5.12	Each entity shall set up Internal Quality Assurance Cells (IQAC) to perform duties related to quality assurance at the Faculty/UPEDEC/Library/Administration & Non-academic.	<i>Internal Quality Assurance Cells</i>
5.13	The composition Internal Quality Assurance Cell of the Faculties shall be; a. The Dean of the Faculty (Chairperson). b. Heads of the Departments. c. The Quality Assurance Coordinator of the Faculty as recommended by the respective Faculty Board. d. One senior academic staff member appointed by the Faculty Board from each Department, who has a keen interest in maintaining quality. e. Senior Student Counsellor. f. Coordinator, Curriculum Development Committee. g. Degree Programme Coordinator/s relevant to the Faculty. h. DR/SAR/AR of the Faculty (Member and the Secretary). i. Bursar or his nominee. j. One Non-academic staff member appointed by the Faculty Board. k. Two student representatives nominated by the Faculty Board. Each faculty should establish a separate IQAC.	<i>Composition of IQAC of the Faculties</i>
5.14	The composition of the Internal Quality Assurance Cell of the UPEDEC shall be; a. Director, UPEDEC (Chairperson). b. One Senior Academic Representative of the Council c. Board of Study representatives/ Coordinators from each Degree Programme. d. Coordinator Examination. e. Deputy registrar/Senior Assistant Registrar/Assistant Registrar as the Secretary/ Convenor. f. Bursar or his nominee (on invitation).	<i>Composition of the IQAC of the UPEDEC</i>
5.15	The composition of the Internal Quality Assurance Cell of the Library shall be; a. Librarian (Chairperson). b. Two members of the Library Committee representing each faculty. c. Assistant Librarian – Coordinator IQAC (Secretary/Convener). d. Bursar or his nominee. e. Two student representatives of the 3 rd year, selected by the Deans of the faculty based on the highest GPA (one student from each faculty).	<i>Composition of the IQAC of the Library</i>
5.16	The composition of the Internal Quality Assurance Cell of the	<i>Composition of</i>

	Administration & Non-academic shall be; a. Registrar (Chairperson). b. Coordinator of IQAC (one of the Administrative Officers appointed by the Vice Chancellor). c. All Administrative/Executive Officers. d. One representative from each non-academic carder appointed by the Registrar. e. Deputy Registrar/ Senior Assistant Registrar/Assistant Registrar Administration as the Secretary/ Convenor.	<i>the IQAC of the Administration & Non-academic</i>
5.17	The quorum shall be fifty percent of the membership.	<i>The quorum of IQAC</i>
5.18	The IQAC shall meet at least every two months (minimum of five meetings per year). It may also consider matters by correspondence. Any member shall not be absent for three consecutive meetings without a valid reason.	<i>Meetings of the IQAC</i>
5.19	The IQAC shall report the progress to the CQA every two months to the CQASC. The annual activity plan should be submitted to the CQA on or before the 1 st of January of every year to the CQASC.	<i>Reporting of the IQAC</i>
<i>6. Duties and Responsibilities of the Director of the CQA, Chairpersons, and Coordinators of the IQAC</i>		
6.1	Director CQA i. Prepare operational guidelines for the CQA in accordance with the general guidelines developed by the QAC of the UGC, and customised for the University's governance structure/organogram and specific implementation arrangement. ii. 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. iii. Develop the Annual Action Plan for the CQA and obtain recommendations from the University Senate and approval from the Council at the commencement of each calendar year. iv. Develop the annual budget for the quality assurance activities in the University along with the University's annual budget estimates submitted to the Treasury, and obtain Finance Committee and Council approval. v. Prepare University policies, By-laws, ToRs, etc. vi. Ensure that the CQA is established on the University website and details are updated regularly. vii. Report regularly on quality assurance activities and progress to the University Senate and the Council. viii. Circulate notices of quality assurance activities in the University to the university community and other	<i>Duties and Responsibilities of the CQA Director</i>

	<p>universities.</p> <ul style="list-style-type: none"> ix. Conduct University and Faculty level awareness programs on quality assurance. x. Initiate and support the preparation of Self Evaluation Report (SER) for the Institutional Reviews. xi. Motivate and support degree programmes to prepare SERs for Program Reviews. xii. Provide necessary training and workshop for the SER preparation. xiii. Motivate and support academic staff to showcase best practices in quality assurance. xiv. Develop relationships and liaise with international agencies and universities on quality assurance activities. xv. Support academic staff in the process of preparing proposals to conduct new degree programmes, and ensure that applications submitted to the UGC for approval in this regard comply with the Sri Lanka Qualification Framework. xvi. Report on University quality assurance activities at the UGC Standing Committee on quality assurance (QA). xvii. Submit an annual report of the CQA to the QAC of the UGC. xviii. Convene and facilitate all meetings of CQA and IQACs of the University. xix. Assist with manual preparation on quality assurance aspects in the Faculties. xx. Make available to all staff and external stakeholders the results of external and internal reviews, including student surveys. 	
6.2	<p>Chairperson of the IQAC</p> <ul style="list-style-type: none"> i. Chair all the IQAC meetings every two months. ii. Monitor the monthly progress of the annual activity plan prepared by the IQAC Coordinator. iii. Check the accomplishment of all quality assurance activities of the Faculty/ Units. iv. Initiate the preparation of the New Degree programme or revision of existing degrees in the stipulated period. v. Be responsible for the implementation and monitoring of quality assurance reviews/audits and follow-up actions. vi. Motivate and support staff to showcase best practices in QA. vii. Advise the Coordinator of the IQAC to facilitate the QA activities within the faculty/Units. viii. Support the preparation of SER for the Institutional and Programme Review. ix. Initiate the internal reviews of the Faculties/Units. x. Facilitate necessary infrastructure facilities for IQAC Coordinators to carry out the functions of the IQAC. 	<p><i>Duties and Responsibilities of IQAC Chairpersons</i></p>

<p>6.3</p>	<p>Coordinator IQAC</p> <ol style="list-style-type: none"> i. Liaise with the Dean of the faculty and the Director, Centre for Quality Assurance (CQA) of the University to coordinate University-level quality assurance activities. ii. Co-ordinate all quality assurance-related activities within the Faculty/UPEDEC/ Library/Administration & Non-academic with the guidance of the Dean of the Faculty/Head of Department and the Unit. iii. With prior permission of the Dean of the faculty /Head of Department (HoD) and the Units, provide QA related information requested by the Director CQA, to operate its activities efficiently. iv. Call IQAC meetings as stipulated by this by-law. v. Prepare the IQAC Annual Activity Plan for the coming year at the end of each year and monthly progress reports of the quality assurance cells. vi. Assist Director CQA in developing, reviewing and revising regulations and standard operating procedures necessary for governance and management at the Faculty/ UPEDEC/ Library/Administration & Non-academic. vii. Assist Dean and HoDs in the collation and analysis of Faculty Level quality assurance data, such as peer review forms and student feedback forms. viii. Provide guidance to staff in the preparation of Self Evaluation Reports (SER) for programme Review. ix. Develop a tracer study survey of all passed out graduates and analyze the results. x. Coordinate with other related committees and units on quality assurance activities. xi. Assist the Degree Programme Coordinators to enhance quality of the degree programme and specially on conducting surveys. xii. Submit recommendations to uplift the status of the faculty based on stakeholder feedback, public surveys statistics and other information. xiii. Monitoring the faculty/ Units IQAC Websites and coordinating with the IT unit for updates and upgrades when necessary. xiv. Report the activities of the quality assurance cells to the Faculty Board and CQA regularly. 	<p><i>Duties and Responsibilities of Coordinators IQACs</i></p>
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