



**BIKSHU UNIVERSITY OF SRI LANKA
CENTER FOR QUALITY ASSURANCE (CQA)**

**BY-LAW OF THE CENTER FOR QUALITY ASSURANCE, BUSL
No. 01/2023**

By-Law of the Center for Quality assurance at the Bikhshu University of Sri Lanka is developed to be approved by the University Council under Circular No. 09/2019 of the University Grants Commission and the Bikhshu Universities Act No. 26 of 1996 as amended by the University by Act No. 15 of 2012.

1. Preamble

1.1	This By-law has been derived from By-Law No. 01 of 2018 by incorporating necessary amendments and thereafter it will be cited as a By-Law of the Center for Quality Assurance, BUSL, No. 01 of 2023.	<i>Name of the by-law</i>
1.2	"University"- University is referred to as the Bikhshu University of Sri Lanka (BUSL)	<i>Name of the university</i>
1.3	"CQA"- Center for Quality Assurance is the main quality assurance unit.	<i>Main quality assurance unit</i>
1.4	"IQAC"- Internal Quality Assurance Cell is the sub-quality assurance unit that was established under the approval of the Governing Council of the university.	<i>Sub-quality assurance unit</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.	<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 programs, research, and services of the University.	<i>Definition of 'quality'</i>
1.7	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 meeting held on 23.12.2023 for the approval of the University Council. This document was approved by the Council, BUSL at its 270 meeting held on 13.01.2023	<i>When did this By-Law come into operation?</i>

2. The Aim		
	The Center for Quality Assurance of 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.	
3. Objectives		
	<ol style="list-style-type: none"> 1. to institutionalize a culture of quality assurance in accordance with national guidelines and international practices. 2. to ensure that the university procedures are aligned with UGC guidelines, national requirements, and international standards. 3. to develop and maintain a favorable public perception of the university, through improved quality of education based on the consistent practice of quality assurance procedures. 4. to develop positive perception on quality of the Buddhist and relevant education and its demand. 	
4. Function of the CQA		
	<p>The CQA shall,</p> <ul style="list-style-type: none"> ● liaise with the Quality Assurance Council of the UGC and other external quality assurance agencies ● develop, review and revise regulations and standard operating procedures necessary for governance and management of the CQA ● co-ordinate and guide all QA related activities within the University ● coordinate the preparation of necessary academic regulations/By-Laws with regards to QA activities, QA related guidelines and manuals ● co-ordinate the preparation of Self Evaluation Report (SER) for Institutional Review (IR) and Programme Reviews (PRs) ● 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 and Subject Benchmark Statements ● implement and monitor QA reviews/audits and follow-up actions ● co-ordinate the preparation of the Annual Work Plan for the CQA and a Strategic Plan for QA activities for the University 	<i>Functions and Responsibilities of the CQA</i>

	<ul style="list-style-type: none"> ● involve in preparing the Strategic Plan and corporate plan of the University, particularly in the areas related to quality assurance ● review and monitor quality parameters as prescribed by the University. ● support establishment and effective functioning of quality assurance cells 	
5. Formation of the CQA		
5.1	Management Committee of the CQA is a Senate Standing Committee	<i>Standing Committee</i>
5.2	<p>Senate Standing Committee The composition of the CQA standing committee shall be;</p> <p>a. Vice-Chancellor (Chair of the Committee) b. Director, CQA c. Deans of all Faculties d. QA Coordinators of all Faculties/UPEDEC/Library/administration e. Director, Staff Development Center f. Director, UPEDEC g. Registrar (or DR/SAR as nominee) h. Bursar (or DB/SAB as nominee) i. Librarian (or DL/SAL as nominee) j. Convener/ Secretary to the CQA (SAR/AR) k. Any other member recommended by the Council</p>	<i>Composition of Standing Committee</i>
5.3	The quorum shall be fifty percent of the membership.	<i>The quorum of Standing Committee</i>
5.4	<p>The Senate Standing Committee on Quality Assurance (QA) shall meet once in two months 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.</p>	<i>No. of Meetings of the CQA Standing Committee</i>
5.5	The Standing Committee reports the progress of its activities to the Senate. And an annual progress report shall be provided to the QAC of the UGC.	<i>Standing Committee Reporting</i>
5.6	Steering committee shall be the working group and shall take the responsibility for coordinating, maintaining, and implementing QA activities.	<i>Steering Committee</i>
5.7	<p>The composition of the Steering Committee shall be; a. Director, CQA (Chair of the Committee) b. Coordinator, Faculty QA Cell c. Coordinator, UPEDEC QA Cell d. Coordinator, Library QA Cell e. Coordinator, Administration QA Cell f.. Convener/ Secretary to the CQA (SAR/AR)</p>	<i>Composition of the Steering Committee</i>
5.8	The quorum shall be fifty percent of the membership	<i>The quorum of steering Committee</i>
5.9	Steering Committee shall meet once in a month. The number of meetings per year shall not be less than ten. It may consider matters of	<i>Steering committee meeting</i>

	correspondence. Any member shall not be absent for three consecutive meetings without a valid reason.	
5.10	The steering committee shall report to the Standing Committee.	<i>Steering Committee Reporting</i>
5.11	Each entity shall set up QA cells to perform duties related to quality assurance at the faculty/UPEDEC/Library/ Administration.	<i>Quality Assurance Cells</i>
5.12	<p>Faculty Quality Assurance Cell (FQAC) The composition of FQAC shall be;</p> <ul style="list-style-type: none"> a. The Dean of the Faculty shall chair the Committee b. Heads of the Departments c. The QA Coordinator of the Faculty (Coordinator) as recommended by the respective Faculty Board d. One senior academic staff member who has a keen interest in maintaining quality, from each Department e. Senior Student Counselor f. Coordinator, Curriculum Development Committee g. Any other academic member/s appointed by the Faculty Board h. SAR/ AR of the Faculty (Member and the Secretary) i. Senior Assistant Bursar/ Assistant Bursar of the Faculty j. At least one technical officer is appointed by the Faculty Board k. At least one office staff appointed by the Faculty Board l. At least two student representatives <p>Including the above members FQAC shall decide the composition. In case the FQAC decided on the composition, separate Terms of Reference shall be produced and approved by the Faculty Board.</p>	<i>Composition of FQAC</i>
5.13	<p>Quality Assurance Cell of UPEDEC</p> <ul style="list-style-type: none"> a. Director/ UPEDEC (Chairperson) b. A Senior Academic Representing the Council appointed by the vice chancellor c. Board of Study representatives from each programme of study (one should be appointed as a coordinator by the Chairperson) d. Senior Assistant Registrar/ Assistant Registrar to the Center as the Secretary/ Convener e. Senior Assistant Bursar / Assistant Bursar (on invitation) 	<i>Composition of UPEDEC</i>
5.14	<p>Quality Assurance Cell of the Library</p> <ul style="list-style-type: none"> a. Librarian – (Chairperson) b. A subject matter expert from academic staff Appointed by the vice-Chancellor c. Two members appointed from the library committee d. Senior Assistant Librarians, Assistant Librarians - Secretary /Coordinator e. Student representation - The best reader from 4th-year students - of each department 	<i>Composition of Library QA cell</i>
5.15	<p>Quality Assurance Cell of the Administration</p> <ul style="list-style-type: none"> a. Registrar – (Chairperson) b. Coordinator QA Cell (one of the Administrative Officers appointed by the Vice Chancellor) c. All Executive Officers 	<i>Composition of administration QA cell</i>

	<p>d. Senior Assistant Registrar/ Assistant Registrar Administration as the Secretary/ Convener</p> <p>e. One representation from following each nonacademic carder appointed by the Registrar (U- MN / U- MT/ U- PL)</p>	
5.16	The quorum shall be fifty percent of the membership	<i>The quorum of QA cells</i>
5.17	The QA Cell Committees shall meet at least once in two months (minimum of six 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>QA Cell Committee meeting</i>
	<p>The QA Cells shall report the progress to the CQA using the provided format (Annex I) after every month.</p> <p>The annual activity plan should be submitted to CQA on the 1st of January of every year.</p>	<i>QA Cell Committee Reporting</i>
6. Duties and Responsibilities		
6.1	<ul style="list-style-type: none"> ● Director CQA ● Prepare operational guidelines for the CQA in accordance with the general guidelines developed by the QAC of the UGC, and customized for the University's governance structure/organogram and specific implementation arrangement ● 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. ● Develop the annual work plan for the CQA and obtain recommendation from the University Senate and approval from the Council at the commencement of each calendar year. ● Develop the annual budget for the QA activities in the university along with the university's annual budget estimates submitted to the Treasury, and obtain Finance Committee and Council approval ● Prepare University policies and by-laws ● Ensure that the CQA is established on the university website and details are updated regularly ● Report regularly on QA activities and progress to the University Senate and Council ● Circulate notices of QA activities in the university to the university community and other universities ● Conduct University and Faculty level awareness programs on QA ● Initiate and support the preparation of SER for Institutional Reviews ● Motivate and support study programs to prepare SERs for Program Reviews ● Provide necessary training and workshop for Self-Assessment Report (SER) preparation 	<i>Duties and Responsibilities of CQA Director</i>

	<ul style="list-style-type: none"> ● Motivate and support academic staff to showcase best practices in QA ● Develop relationships and liaise with international agencies and universities on QA activities ● Support academic staff in the process of preparing proposals to conduct of new degree programmes, and ensure that applications submitted to the UGC for approval in this regard are compliance with the Sri Lanka Qualification Framework ● Report on university QA activities at the UGC Standing Committee ● Submit an annual report of the CQA to the QAC of the UGC ● Convene and facilitate all meetings of CQA and QA Cells of the university ● Assist manual preparation on QA aspects in Faculties ● Make available to all staff and external stakeholders the results of external and internal reviews, including student surveys 	
6.2	<p>Coordinator QA Cell</p> <ul style="list-style-type: none"> ● Liaise with the Director, Center for Quality Assurance (CQA) of the University to coordinate university level QA activities ● Co-ordinate all quality assurance related activities within the Faculty/ UPEDEC/ Library/ Administration ● Provide information requested by the Director, CQA to operate its activities efficiently ● Organize QA meetings as stipulated by this by-law ● Prepare the Annual Activity Plan for the coming year at the end of each year and monthly progress reports of QA Cells ● Develop, review and revise regulations and standard operating procedures necessary for governance and management at faculty/ UPEDEC/ Library/ Administration ● Monitor the collation and analysis of Faculty Level QA data such as peer review forms and student feedback forms ● Provide guidance in the preparation of Self-Evaluation Reports (SER) for programme Review ● Be responsible for the faculty-level implementation and monitoring of quality assurance reviews/audits and follow-up actions ● Develop tracer study survey of all passed out graduates and analyze results ● Coordinate with other related committees and units on QA activities ● Submit recommendations to uplift the status of the faculty based on stakeholder feedbacks, public surveys statistics and other information. ● Monitoring the faculty websites and coordinating with the IT unit for updates and upgrades when necessary ● Report the activities of the QA Cells to the faculty Board and CQA regularly 	<p style="text-align: center;"><i>Duties and Responsibilities of QA Cell Coordinator</i></p>

7. Internal Review Mechanism		
7.1	<p>The Director of the CQA shall request the Senate of the University to appoint panels for reviewing study programmes. The Senate shall appoint relevant senior academic staff members for these panels.</p> <p>The members appointed to the Review and Monitoring panels shall work cooperatively with the CQA as per the given Terms of Reference approved by the Council and submit their reports in time when requested by the CQA.</p> <p>Academic entities shall cooperate with the Review Panel to facilitate its independent review.</p>	<i>Appointment of Internal Review Panel</i>
8. Introduction of New Study Programmes		
8.1	<p>Faculties shall be responsible for identifying new study programmes based on the need and demand in consistent with the objectives of the Bhiksu University Act.</p> <p>The Faculty Curriculum Development Committees should involve in the preparation of a new study programme and submit it to Faculty Board. Faculty Board shall suggest/recommend two external reviewers for the evaluation of the new study programmes.</p> <p>The Senate shall appoint two external reviewers to review the detailed proposed curriculum of the new study programme and the UGC application.</p> <p>Based on the recommendations made by the external reviewers, the relevant Faculty Curriculum Development Committees shall revise the detailed proposed curriculum and the UGC application and forward the same to the CQA. The CQA shall ensure that the recommendations made by the external reviewers are properly addressed and the proposed curriculum is accordance with the Sri Lanka Qualification Frame Work.</p> <p>The faculty shall forward the detailed proposed curriculum and UGC application to the University Curriculum Development Committee for the observation of adherence to the UGC guidelines and its recommendation.</p> <p>After addressing the comments made by the University Curriculum Development Committee the faculty shall submit the revised proposed curriculum with the UGC application to the Senate for approval and proceed via the Council to the UGC.</p> <p>Finally, the recommendation should be obtained by the Dean of the relevant faculty, CQA Director and Vice Chancellor before sending it to the QAC of the UGC.</p>	<i>New Study programs</i>

9. <i>Revision to the Curriculum of an Existing Study Program</i>		
9.1	<p>All academic programs shall be reviewed, minimally, once every five years adhering to the guidelines prescribed by the QAC of the UGC.</p> <p>Modifications identified by department/s or the faculty shall be reported to the CQA for observation and suggestions, with the recommendations of the Faculty Curriculum Development Committee and the Faculty Board.</p> <p>The faculty shall forward it to the University Curriculum Development Committee after addressing the recommendation made by the CQA.</p> <p>The faculty shall submit the revised curriculum to the Senate and Council approval.</p> <p>If major revisions, including the change of the name of the degree programme, the faculty shall follow the procedures prescribed in the section 8.1.</p> <p>After the approval from the UGC, the department/s or faculty shall implement the revised curriculum with the next immediate intake of students.</p>	<i>Revision of Curriculum</i>