



TERMS OF REFERENCE

QUALITY MANAGEMENT CELLS

BHIKSU UNIVERSITY OF SRI LANKA

Overview of the Quality Management Cells

The University is committed to improving the quality of its study programmes, and believes that all stakeholders should have a voice in this process. To facilitate this, the University has established six Quality Management Cells (QMCs), which will operate as team-based committees. QMCs will bring together undergraduates, alumni, academics, academic support staff, non-academic staff, and members of the local community to collaborate on ways to improve teaching, learning, assessment approaches, research activities, students' affairs, extracurricular activities, field-based activities and human and physical resources at the University. Undergraduates are an important stakeholder group, and their views and ideas will be given the highest priority.

The suggestions and feedback generated through QMCs will be presented to the Internal Quality Assurance Cell (IQAC) of the faculties/units, the University Centre for Quality Assurance (CQA), and the Faculty Board (FB), for necessary actions. In this way, QMCs will provide a forum for all members of the University community to contribute actively to the enhancement of the study programmes at the University.

Names of the Quality Management Cells

The University shall establish six QMCs based on the criteria specified in the programme review manual for Sri Lankan Universities, 2024.

S. N.	Names of the Quality Management Cells
1	Programme Management
2	Learning Resources, Learner Support and Progression
3	Programme and Course/Module Design and Development
4	Teaching-Learning
5	Student Assessment and Awards
6	Innovative and Healthy Practices

Composition of the Quality Management Cells

The following composition shall consist of every member of the Quality Management Cells (QMCs).

- Academic staff members (one member shall be elected to serve as Chair of the QMC)
- Non-academic staff members
- Academic support staff members
- Students
- On invitation: Alumni, community members, industry experts, parent or guardian etc. based on necessity

A convener/ secretary to the QMC should be the Director, Centre for Quality assurance.

Quality Management Cell Meetings, Reporting of Progress, and Progress Monitoring

1. The Quality Management Cells should aim to meet at least once a month to discuss ways to improve the quality standards of their respective criteria.
2. The convener or secretary of each QMC should make sure to keep accurate records of the meetings.
3. The Chair of the QMC should report any improvement suggestions generated from the meetings to the Internal Quality Assurance Cell (IQAC), the Center for Quality Assurance (CQA), and the Faculty Board (FB) for necessary actions.
4. The QMC should evaluate the progress of the post-implementation of actions taken to improve quality standards and take any necessary actions.

Self-Evaluation Report (SER)

The Self-Evaluation Report is a document that reflects the self-assessment of a study programme by a Faculty or University. It highlights the effectiveness of the means employed to safeguard the quality of the education provided by the study programme. The report also identifies the strengths, weaknesses, and areas for improvement of the study programme

(SWOT). The report is prepared by the QMCs (Quality Management Cells) in consultation with relevant stakeholders. It becomes a key document that provides a point of reference for the review team to understand the status of the Faculty or University, the programme of study that is under review, and the ways in which the quality of its education provision is ensured.

The SER reflects the following aspects pertaining to the programme of study.

- Degree of internalization of best practices and the levels of achievement of Standards
- Degree to which the claims are supported by recorded evidence
- Accurate information regarding ongoing/ recently made changes for which complete evidence may not be available.

Duties and Responsibilities

1. Each member of the QMC should familiarize with the Programme Review Manual and the review process.
2. The Chairperson is responsible to prepare an activity schedules of the working teams and methods of collection of information.
3. The Chairperson should divide responsibilities among the members of the QMC.
4. Collection of data and recorded evidence based on the activities provided by the Chairperson of the QMC.
5. Preparation of guidelines, SoPs, ToRs, By-laws, and policies related to provided activities.
6. Analysis and synthesis of the data collected through different feedbacks.
7. Compilation of section 3 of the draft SER by the Chairperson and the members of the QMC according to the template given in Annex 1.
8. The Chairperson should arrange a forum to discuss the draft SER.
9. The Chairperson and the team are responsible for finalizing the SER and submission to the Director CQA.

-END-

Table 4.1. Template to be used to Describe Compliance with the Standards

Criterion #: Title of the Criterion			
Col. 01 Standard Number	Col. 02 Claim of the Degree of Internalization of Best Practice/s and Level of Achievement of the Standard	Col. 03 List of Recorded Evidence to Support the Claim	Col. 04 Code Number of the Evidence
Summary Statement of Compliance:			

Table 4.2. Example of Describing Compliance

Criterion 4 -Teaching-Learning			
Std. No.	Claim of the Degree of Internalization of Best Practice/s and Level of Achievement of the Standard	List of Recorded Evidence to Support the Claim	Code Number of the Evidence
4.1	Before the commencement of a semester, teachers are provided with an approved timetable and instructions to obtain relevant course specifications (CSs) from the HoD office and make students aware of CS at the commencement of the course. Teachers present CS specifying the content, ILOs and constructively aligned lesson plans, assessment methods and recommended readings to students at the introductory lecture.	<p>Courses in the semester</p> <p>Semester Timetables</p> <p>Faculty instructions</p> <p>Introductory lectures</p> <p>Relevant Handouts</p> <p>Lesson plans</p> <p>LMS records</p>	<p>Uni/Faculty/ SP/ 4.1.1</p> <p>BUSL/FLC/ EDSC/ 4.1.2</p> <p>BUSL/FBS/ EDSC/ 4.1.3</p> <p>Uni/Faculty/ SP/ 4.1.4</p> <p>Uni/Faculty/ SP/ 4.1.5</p> <p>Uni/Faculty/ SP/ 4.1.6</p> <p>Uni/Faculty/ SP/ 4.1.7</p>

		Staff feedback analysis	Uni/Faculty/ SP/ 4.1.8
		Student feedback analysis	Uni/Faculty/ SP/ 4.1.9
4.2			

Summary Statement of Compliance:

As substantiated by evidence, the SP has internalized best practices relevant to standards and achieved desired standards during the period under review, while indicators of teaching excellence have been in use only after obtaining official approval in