**BY-LAWS GOVERNING THE ACTIVITIES OF THE CQA- EUSL.**

By-Law to be approved by the Council of the Eastern University, Sri Lanka under subsection (1) of Section 135 of the Universities Act No. 16 of 1978 in respect of Internal Quality Assurance under the Circular No. 04/2015 and 09/2019 of the University Grants Commission.

A Centre to monitor all quality assurance activities is hereby established at the Eastern University, Sri Lanka, and shall referred to as the Center for Quality Assurance (CQA).

1. **Preface**
   1. This By-Law may be cited as the Centre for Quality Assurance By-Law No 1 of 2022. (CQA) / EUSL.
   2. The term University is referred to the Eastern University, Sri Lanka.
   3. The term CQA stands for University’s Centre for Quality Assurance and FQAC stands for Faculty Quality Assurance Cells.
   4. QAC stands for Quality Assurance Council of University Grants Commission (UGC).
   5. ‘Council’ means the Council of the Eastern University, Sri Lanka.
   6. ‘Senate’ shall mean the Senate of the Eastern University, Sri Lanka.
   7. ‘Director’ shall mean the Director of the Center for Quality Assurance of the Eastern University, Sri Lanka
   8. Any questions regarding these By-Laws shall be referred to the Council, whose decision shall be final.

# Goal of CQA

# The goal of the QAC shall be to create a culture that seeks to continually improve the quality of all academic activities in the Eastern University of Sri Lanka.

# Objectives of CQA

The objectives of the CQA shall be as follows:

* 1. To promote quality enhancement activities within the university.
  2. To liaise with the Quality Assurance and Accreditation Council and the University Grants Commission of Sri Lanka in facilitating the conduct of external reviews in the university.
  3. To assist the Vice-Chancellor in preparation of the self-evaluation report for institutional reviews.
  4. To guide faculties and departments in the university in preparation of self-evaluation reports for programme and subject reviews.
  5. To facilitate implementation of follow-up actions recommended in subject, programme or institutional review reports, and monitor progress in their implementation.
  6. To liaise with quality assurance units in other higher educational institutions, to share good practices and enhance the quality of higher education in Sri Lanka.

# Governing Structure of CQA

* 1. The CQA shall be placed directly under the supervision of the Vice-Chancellor and managed by a Director. The Director shall be a senior Academic staff member of the Eastern University.
  2. An Assistant Registrar/ Senior Assistant Registrar shall be appointed to the CQA on the part time basis.
  3. The administrative and the financial control of the CQA Shall be managed by the Senate Standing Committee.
  4. Quality Assurance activities at Faculty level shall be managed by Faculty Quality Assurance Cells (FQACs).

**5. Senate Standing Committee for Quality Assurance**

* 1. **The SSCQA shall consist,**
     1. The Vice-Chancellor shall be the Chairperson of the Committee
     2. The Director of the Centre, who shall be the Chairperson in the absence of the Vice-Chancellor
     3. The Deans of each of the eight Faculties of the University, Rectors of the Campuses and Directors of the Institutes where affiliated to the University.
     4. Faculty Coordinator, of each Faculty Quality Assurance Committee, nominated by the Dean.
     5. The Registrar of EUSL.
     6. The Bursar of EUSL.
     7. The Librarian of EUSL.
     8. The Director of the Centre for External Degree and Extension Courses of EUSL.
     9. The Director of the Staff Development Centre of EUSL.
     10. Convener / Secretary to the SSCQA (SAR of the Academic Affairs Department).
     11. Any other members nominated by the Council.
  2. **The Duties and Responsibilities of SSCQA.**
     1. The SSCQA shall meet at least six times each calendar year.
     2. An administrative officer (Senior Assistant Registrar in Academic Affairs Department) shall serve as the Secretary to the SSCQA.
     3. Take administrative decisions considered necessary for the effective working of the CQA and related to the objectives of the Centre.
     4. Appoint, terminate, and exercise disciplinary control over contractual staff required for overall and effective implementation of activities undertaken by the Centre.
     5. Recommend wages or salaries or other remuneration of such staff to the Council via the Finance Committee of the University.
     6. Recommend to the Council, via the Finance Committee, suitable remuneration to members of teams who carry out subject, programme or institutional review visits in the University.
     7. Support the activities of such Faculty Quality Assurance Cells.
     8. Review and evaluate the progress of the Centre and the FQACs.
     9. Decide on matters pertaining to publications of the CQA.
     10. Appoint such bodies as it may deem necessary for the effective functioning of the Center.
     11. Take all such other measures as it may deem necessary for the achievement of the objectives of the Centre, including the exercise of powers conferred by other relevant provisions of this By-Law.

**6. Faculty Quality Assurance Cell (FQACs).**

In order to perform duties related to quality assurance at faculty level, each faculty shall setup a QA cell.

* 1. **Composition of FQACs**;
     1. Dean of the Faculty or nominee (Chair of the Committee)
     2. Coordinator of the Faculty QA cell
     3. Heads of the Departments
     4. Two academic staff members nominated by the Faculty Board.
     5. Coordinator(s) for Postgraduate Studies/Chair(s) of the Board of Studies of the Postgraduate Studies
     6. Coordinator for External Degree Programmes
     7. Lead Student Counselor of the faculty
     8. DR/SAR/AR of the faculty (the convener of the meeting)
  2. **Responsibilities of FQA cells:**
     1. The QA cells shall assist the Dean of the Faculty, Director/ CQA, to coordinate the inclusion of QA aspects in the Faculty Corporate Plan.
     2. The QA cells shall co-ordinate and guide all QA related activities within the Faculty and report monthly to the Faculty Board.
     3. The QA cells assist the Director/CQA in the preparation of QA related guidelines and manuals for use within the Faculty.
     4. The QA cells shall assist the Dean of the Faculty, Director/ CQA, to implement QA reviews/audits and follow up action.
     5. The QA cells shall assist the administration of student surveys/feedback, stakeholder meeting proceedings and other surveys.
     6. The QA cells shall co-ordinate the facilitation of identifying and sharing of good practices between academic departments under the Faculty.
     7. The QA cells shall co-ordinate the conduct of faculty level awareness programmes on QA among staff members, with the support of the CQA.
     8. The QA cells shall co-ordinate the preparation of Faculty Self Evaluation Report (SER) for Programme Reviews (PRs).
     9. The QA cells shall offer guidance and assistance to programme offering entities in defining programme objectives and outcomes, graduate profiles and course curricula which are in accordance with national reference points such as the Sri Lanka.
     10. The QA cells shall co-ordinate the preparation of the Annual Work Plan for the Faculty QA cell and a Strategic Plan for QA activities for the faculty.
     11. The QA cells shall ensure the necessary academic regulations/By–laws are in place, within the faculty if not make recommendation for remedial action.
     12. The QA cells shall maintain a repository of evidence at faculty level for the Institutional Reviews (IRs) and Programme Reviews (PRs).

**7**. **Meetings and Reporting procedure of CQA.**

* 1. The Director directly shall report to the Vice – Chancellor.
  2. The CQA shall prepare an Annual Work Plan for the CQA and a Strategic Plan for QA activities for the University and submit it to the University Senate and Council before the commencing of the next calendar year.
  3. The CQA shall report its activities and progress to the Senate and Council each and every month.
  4. The Standing Committee of the Senate of CQA shall meet once a month and report the progress of its activities to the Senate.
  5. QA cell of each faculty shall meet once a month and report the progress to the Faculty Board and inform to CQA.
  6. The CQA shall develop By-Laws time to time that would define operational procedures with respect to the governance and management of the respective CQAs and submit to the Council and UGC for approval.

1. **Appointment of Review and Monitoring Panels** 
   1. The Director of the CQA shall request the Senate of the University to appoint panels in order to review and monitor the quality parameters of Programmes and Institute.
   2. Senate shall appoint the members of such panel comprising of senior academics and administrative staff members who have the expertise knowledge and skills in quality assurance.
   3. The members appointed to the Review and Monitoring panels shall work in coordination with the CQA as per the given Terms of Reference and submit a report in time, when requested by the CQA.
   4. Academic entities shall cooperate with the Review Panel in order to facilitate its independent review.

**09. Control of Funds.**

9.1. All finances shall be handled according to government financial regulations, with the approval of the Finance Committee and the Council of the University, and under the supervision of the Bursar.

9.2. The Vice-Chancellor, Bursar and Director shall sign all funding agreements on behalf of the CQA.

**10. Transitional provisions**

In the event of any inconsistency or any difficulty in interpreting the provisions of these By-Laws, such questions shall be referred to the Council, who decision on them shall bind the authorities of the Centre.