

**Establishment of IQAU (weightage 10%)**

	Criteria	Score	Comments	
01	Appointment of a Director for the IQAU	01	Parameters to be determined-TOR, qualifications, seniority, free of other responsibilities, method of advertisement for calling of applications, appointment to be made by the VC after evaluation of applicants' profiles by committee who would select the Director (members of committee to be determined)	
02	Appointment of other members of IQAU	01	Composition to be decided – <ul style="list-style-type: none"> <li>• Deans of all Faculties or permanent representative from each faculty recommended by the Faculty Board</li> <li>• Registrar or permanent nominee</li> <li>• Bursar or permanent nominee</li> <li>• Librarian or permanent nominee</li> <li>• Director/SDC</li> <li>• Director/CDCE (eg. Center for Distance and Continuous Education )</li> <li>• Convener/secretary to be elected by the Unit from among its members or Assistant Registrar who would be a permanent member</li> <li>• Others?? (Administrative assistant)</li> </ul>	
03	Availability of permanent office space for IQAU	01	Location, size to be decided	
04	Availability of furniture for IQAU	01	Minimum to be decided. Some items have been given to each IQAU from HETC.	
05	Availability of office equipment	01	Computer, printer, scanner given to each IQAU from HETC.	

			Others to be identified	
06	Availability of internet and telephone facilities	01	Dedicated line necessary	
07	Availability of permanent support staff	01	Permanent assistant registrar, administrative assistant, laborer necessary	
08	Establishment of Faculty IQA Cells (IQAC) to liaise with IQAU	01	Space, location, approval of Faculty Board	
09	Appointment of IQAC Coordinators	01	Define the role and responsibilities of the QA Cell Coordinators at the faculty level	
10	Define mode of liaison of Faculty Coordinators with Director/IQAU	01	Items to be reported to the IQAU Director. Template for reporting IQAC progress to be developed by QAAC	

**Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)**

01	IQAU will have its' By-laws	04	By- laws would be developed and approved by the University Council	
02	IQAU will have Operational Guidelines	04	The IQAU will prepare their operational guidelines (by adopting the general guidelines developed by QAAC and customized for the university's governance structure/organogram and specific implementation arrangement)	
03	Will have a strategic development plan for internal quality assurance activities for 3 years	08	The Strategic Plan should be approved by the University Senate and Council and sent to the QAAC for information	

04	Will have annual work plan	04	Submitted to the University Senate and Council for approval before commencing a calendar year	
05	Will have IQAU annual budget	04	Will develop and have it incorporated in to University's recurrent budget	
06	IQAU will be established on University website and maintained	04	Regular updating will take place- dedicated service from University IT Center	
07	Permanent agenda item in Senate meetings	02	Availability of a time slot for Director to report at the University Senate at every regular meeting. In the event that the Director is not a Senate member to request his/her participation as an invited member.	
08	IQAU (Director and Faculty Coordinators) will present the University QA strategy to the entire university community every year	06	Will occur at regular intervals ( to be decided) as a series of seminars to academic, administrative, non- academic and support staff	
09	Director permitted to circulate notices of QA activities in the University	04	Notices of meetings, workshops, seminars etc regarding quality assurance of other State and Non State Universities in order to be abreast of QA activities which enhance the educational experience of students -among staff members- academic, administrative, non- academic and support staff	

**Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)**

01	IQAU to initiate and support preparation of SER for Institutional Reviews	05	Appointment of SER preparation team by the IQAU committee, maintain repository of evidence for criteria and standards, development of a timeline and progress template, monitor progress of report development, adherence to the Manual of IR for State Universities in Sri Lanka	
02	IQAU to motivate and support Study Programs to prepare SERs for Program Reviews	05	Appointment of SER preparation team by the IQAU committee in consultation with IQAC of Faculty, maintain repository of evidence for criteria and standards, development of a timeline and progress template, monitor progress of report development, adherence to the Manual of PR for State Universities in Sri Lanka	
03	IQAU to provide necessary training and workshop	05	IQAU will provide necessary training and workshops for the Self-Assessment Report preparation teams as well as other interested academics on the establishment of QA mechanism in universities, carrying out Self-assessment, and preparation of Self-Assessment Reports.	
04	Motivate and support Study programs to showcase best practices in QA.	05	Develop mechanism to select best practices of QA. Provide assistance for presentation at national and international events/fora.	
05	Develop relationships and liaise with international Agencies and Universities on QA activities.	05	Introduce such best practices and assist regarding adapting and adoption of such practices in QA where relevant	
06	Report at the UGC Standing Committee on QA the quarterly progress of the IQAU	05	Template to be generated by the QAAC of the UGC to report on initiated and progressing activities – especially on the alignment of degree programs with the SLQF, new proposals (degree programs, Centres/Institutes)	

			submitted for evaluation and innovative practices on QA adopted.	
07	Submit an annual report of the IQAU to the QAAC, UGC	05	This should be according to the strategic plan developed by IQAU.	
08	The IQAU will administer/facilitate all meetings of the IQAU and IQACs	05	Set up dates annually, invite members for meetings, keep minutes, take necessary action on proceedings. Collect and archive minutes of IQACs of Faculties and IQAU	
09	IQAU to assist manual preparation on QA aspects in Faculties	05	Topics for manual preparation to be identified- laboratory equipment use and safety, reporting procedures of questionnaires/surveys- student feedback on courses, teacher evaluations, feed-back by staff and students on services – health, maintenance, landscaping, cleanliness etc.	
10	The results of Institutional Review and Program Reviews and internal reviews, including student surveys, are made available to all staff and external stakeholders on the university web-site.	05	IQAU will liaise with IQACs of Faculties to administer student surveys/feedback, stakeholder meeting proceedings and other such surveys and maintain in repository	