GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

CENTRE FOR QUALITY ASSURANCE

RULES GOVERNING
INTERNAL QUALITY ASSURANCE

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Preamble

The General Sir John Kotelawala Defence University is committed to ensure a high-quality educational experience and research, as embodied in its Mission. The Centre for Quality Assurance (CQA) is established at General Sir John Kotelawala Defence University (KDU) under recommendations of University Grants (UGC) Circular No 09/2019, 'Further strengthening the internal quality assurance systems in universities and other higher educational institutes. KDU, in order to further enhance a quality culture, will take steps to strengthen quality and quality assurance of education, research and service functions.

Part I

Article 1	These Rules approved by the Board of Management (BOM) of KDU may be cited as the Rules of the Centre for Quality Assurance No 01 of 2022 and shall come into effect from xxxxx.2022. These Rules govern the establishment of a centre for quality assurance referred hereinafter as the Centre for Quality Assurance of KDU, the Senate Standing Committee for Quality Assurance and the Internal Quality Assurance Cells of the University.	Name of the Rules of the CQA
Article 2	The term University refers to the General Sir John Kotelawala Defence University (KDU). The term CQA-KDU stands for Centre for Quality Assurance of the University. SSCQA-KDU stands for the Senate Standing Committee for Quality Assurance of the University and the term IQAC stands for Internal Quality Assurance Cell of each Faculty, Library or any other Unit. QAC stands for Quality Assurance Council of UGC.	Definitions and abbreviations
Article 3	The term quality in these Rules refer to the highest international and national levels of excellence and standards of undergraduate and postgraduate degree programmes offered, research, services of the University and any other activity that bears direct or indirect influence on these.	Definition of quality
Article 4	The goal is to establish the CQA-KDU as a permanent entity independent of other faculties and entities of the University to create, maintain and promote a culture of quality and to seek continual quality improvement of its academic and related activities.	Goal
Article 5	The University shall commit to inculcate a quality culture and continual enhancement of quality of its academic, research and service provision in order to achieve the highest level of	Quality Policy of the University

	excellence and standards both locally and internationally.	
Article 6	i. Promote and coordinate all quality assurance related activities of the educational and research activities and services provision within the university. ii. Support the university to prepare Self Evaluation Report (SER) for external Quality Assurance Institutional Reviews (IRs). iii. To guide and support faculties and departments in compilation of SERs for programme and subject reviews, and in meeting accreditation requirements. iv. Represent the interests of KDU at Standing Committee for Quality Assurance of UGC. v. Liaise with QAC of the UGC and other external quality assurance agencies as well as relevant international agencies. vi. Offer guidance and assistance to department and faculties to define programme objectives and outcomes, graduate profiles and course curricula in accordance with national reference points such as Sri Lanka Qualification Framework and Subject Benchmark Statements and revise or develop degree programmes accordingly. vii. Recommend for Senate for approval of new, revised or renamed degree programmes after review. viii. Provide guidance to all IQACs, and other affiliated training institutions of KDU and where relevant to other entities in matters pertaining to QA. xi. Facilitate the implementation of quality and QA aspects in University's Corporate Plan. x. Facilitate the identification of good practices and share them with academic departments. xi. Support the development of internal QA policies, standard operational procedures, manuals, guidelines and review and revise rules for governance and management the University. xii. Organize / carry out capacity building in relevant areas of quality assurance for the University.	Objectives
Article 7	i. The CQA-KDU shall be placed directly under the Vice Chancellor (VC) and be headed by a Director. ii. The SSCQA-KDU shall report to the Senate of its activities under a specific agenda item. It shall be chaired by the VC. It shall replace the Management Committee of the IQAU	Organizational structure

	established in under the UGC Circular 04/2015, 'Strengthening of internal quality assurance systems in universities and higher educational institutions through establishment of internal quality assurance units'. iii. The IQACs shall be formed in all faculties, the library and other selected entities and comprise of a Coordinator who is the Chairman and members from the faculty/entity based on identified criteria. It shall report to the Faculty Board under a specific agenda item.	

Part 2. Formation and functions of the CQA- KDU, SSCQA-KDU and IQACs

Article 8.1 CQA-KDU 8.1.1	The CQA shall be headed by a Director appointed by the Vice Chancellor with the approval of the Board of Management. Director CQA shall be selected by a duly appointed panel of senior academics after calling for applications among Senior Professors, Professors and Senior Lecturers Grade 1. The Director CQA shall implement, monitor, and facilitate QA activities to achieve the stated objectives under Article 6. The Director shall report to the SSCQA-KDU and to the Senate on matters pertaining to QA of the University.	Director CQA-KDU and appointment
8.1.2	The Director shall function in the post for a period of one year and shall hold post for a maximum of three years. He/she will be eligible for reappointment for not more than one more term of three years.	Term of Office
8.1.3	The Director shall be responsible for the implementation of activities to achieve the objectives in Article 6 with the support of Deans, Heads, IQACs and administration. The Director shall report to the SSCQA on all matters pertaining to QA. Director shall provide guidance and support the implementation of activities of faculty IQACs	Terms of Reference
8.1.4	i. The Director, CQA shall be a full-time position or should obtain a reduction in the academic workload by 50%. ii. As the Director needs the support of all the Deans and other senior academics/ administrative staff, it is important to position the Director at an appropriate level. Hence, the position of the Director shall be specified in the University Organogram at the level of a Dean. iii. Director shall not be a DVC, a Dean or an administrative Head of Department, in order to maintain the transparency of the quality assurance process.	Position of Director

	Iv. Where the Director CQA is not a professor, he/she shall be an invited member of the Senate		
8.1.5	i. The Director shall be provided with transport whenever necessary for official purposes. ii. A suitable permanent office space for the CQA, together with internet and telephone facilities with a dedicated line shall be provided. iii. The support staff (an incumbent Assistant Registrar, a Management Assistant and a Works Aide) and any other staff shall be provided on a permanent basis for the CQA to carry out duties smoothly	Facilities for Director and CQA-KDU
Article 8.2 SSCQA-KDU 8.2.1	The SSC-QA shall be appointed by the Vice Chancellor with the approval of the Board of Management in accordance with guidelines of the UGC Circular 19/2019. SSCQA-KDU shall monitor activities, advice and recommend QA activities at the University and report regularly to Senate and where necessary seek Senate approval.	Establishment
8.2.2	The terms of office shall be the duration of an officer holds in the ex-officio post. It shall be 3 years for non-ex-officio members.	Term of Office
8.2.3	i. Vice Chancellor (Chair) ii. Rector of Southern Campus iii. Deputy Vice Chancellor (Defence and Administration) iv. Deputy Vice Chancellor (Academic Affairs) v. Director CQA vi. Deans of all Faculties vii. IQA Coordinators of Faculties and Southern Campus as recommended by the Faculty Board and Board of Management viii. Registrar (or nominee) ix. Bursar (or nominee) x. Librarian (or nominee) xi. Director, Staff Development Centre xii. DR or SAR of the Academic division of the University as Convenor xiii. Immediate Past Director CQA	Composition of SSCQA-KDU
8.2.4	i. Take policy and administrative decisions deemed necessary for the effective and efficient functioning of the CQA, and to achieve the stated objectives under Article 6. ii. Make decisions regarding matters related to external QA	Functions & Responsibilities of SSCQA-KDU

	review of the University, study programmes and subject disciplines including appointment of reviewers and making recommendations to the Finance Committee regarding remuneration of reviewers. iii. Monitor and evaluate the progress and activities of the CQA and IQACs. iv. Take decision to support the functioning of the CQA and IQACs. v. Approve panels appointed by the faculties and the University to write the Self Evacuation Reports for Institutional and programme review and recommend to Senate the same vi. Monitor the progress of the activities on QA in the Corporate Plan.	
8.2.5	There shall be a minimum of six (06) meetings held per year. The Quorum for a meeting shall be 50% of the membership.	Meetings and Quorum
Article 8.3 IQAC 8.3.1	Each Faculty, the library and other entities shall form an IQAC with approval of the faculty board and will be submitted to the Senate for approval. The members shall be appointed by the Faulty Board / Library/other unit and approved by the Senate.	Establishment
8.3.2	The term of office shall be as stated in the terms of reference.	Term of Office
8.3.3	The IQAC shall promote a quality culture, enhancement of quality assurance activities under the guidance of Director CQA and implement activities to achieve the objectives in Article 6.	Objectives
8.3.4	Each IQAC shall develop the terms of reference for its functions, activities and responsibilities and obtain approval of the faculty board and the Senate	Terms of reference, functions and responsibilities
8.3.5	The following shall be appointed as members Dean of the Faculty / Librarian Heads of Departments Programme Coordinators Chair of Curriculum Committee Chair of Research cell Any other relevant person/s The Chair of the IQAC shall be appointed by the faculty Board and be named the coordinator of the faculty IQAC	Composition
8.3.6	There shall be a minimum of six (06) meetings held per year. The Quorum for a meeting shall be 50% of the membership	Meetings and Quorum

Part 3. Functions and responsibilities of Coordinators of IQAC		
Article 9.0	i. Liaise with Director CQA-KDU on matters related to quality assurance within the faculty. ii. Provide support to achieve the objectives given in Article 6. iii. Organize and chair the IQAC meetings of the faculty. iv. Ensure that a minimum of 08 meetings are held per year. v. Ensure that the Minutes of the meetings are kept and submit confirmed Minutes to the subsequent Faculty Board. vi. Ensure that there is an agenda item for the IQAC and QA activities. vii. Promote a culture of quality assurance within the faculty. viii. Ensure that new /revised degree programmes meet the standards for internal quality and accreditation requirements where relevant and make recommendations to faculty board. Liaise with professional quality assurance and accreditation bodies on matters pertaining to QA and accreditation, if required ix. Ensure implementation of student feedback, peer review and academic student counseling for continual improvement of quality of the teaching learning experience and student progress. x. Develop a mechanism to use the results of student feedback and peer observation /review for quality enhancement. xi. Assess the need and promote the development of manuals, Standard Operation Procedures (SOPs), guidelines, and student guides to improve the quality of study programmes and management of the study programmes.	Function and responsibilities of the Coordinator IQAC