



SRI PALEE CAMPUS, UNIVERSITY OF COLOMBO
QUALITY ASSURANCE CELL
TERMS OF REFERENCE (New Version)

1. Purpose

The Quality Assurance (QA) Cell of the Sri Palee Campus with a mandate to create a culture that seeks to continually improve the quality of all academic and other activities in the Sri Palee Campus.

2. Committee Composition and Meetings

2.1. Membership

- (i). Rector (Chairperson of the Committee)
- (ii). Coordinator of the IQAC – (Co-chairperson)
- (iii). Chairperson of the Curriculum Development and Review Committee (CDRC)
- (iv). Heads of Departments or a senior academic member or above representing each of the Departments
- (v). Chairperson of the Campus Strategic Planning/Management Committee
- (vi). Coordinator of On-Campus Career Guidance and Community Engagement Unit
- (vii). Coordinator of the Campus Industry Linkage Unit
- (viii). Coordinator of the Post-graduate Unit
- (ix). Coordinators of the Post Graduate Programs
- (x). Coordinator/ Director of the Campus Research Center
- (xi). Permanent Student Counsellor of the Campus
- (xii). Senior Assistant Librarian
- (xiii). DR/SAR/AR of the Campus who will act as the Convener.
- (xiv). Any staff member on invitation of the IQAC Committee

2.2. Meeting Schedule

The Committee shall meet once in two months on a scheduled date (generally 2nd Tuesday of a Month) and/or at any other time as the Campus IQAC Committee shall consider necessary.

It may also consider matters by correspondence.

2.3. Quorum

The quorum of the IQAC meeting shall be 50% of the membership.

2.4. Appointment and Terms of Office of the Coordinator of CGCU

The Coordinator of the IQAC shall be appointed from among the senior academic staff members of the Campus and approved by the Campus Board. The term of office for the Coordinator of the IQAC shall be three years.

3. Responsibilities and Duties of the Quality Assurance Committee

1. To promote quality enhancement activities within the Campus liaising with Curriculum Development & Review Committee, and other Campus Committees and Departments.
2. To liaise with the Center for Quality Assurance (CQA) of the University of Colombo, in facilitating the conduct of Institutional Review and Program Reviews in the Campus
3. To assist the preparation of documents necessary for Institutional and Program Reviews.
4. To facilitate implementation of follow-up actions recommended in Institution/ Program /Subject Review reports, and monitor progress in their implementation.
5. To liaise with Campus QA Cells in other Faculties/Institutes within the University of Colombo, to share good practices and enhance the quality of higher education in Sri Lanka.
6. To collate and analyze Campus QA data such as peer review forms and student feedback forms.
7. To collate and analyze data related to Graduate Employability and Stakeholder inputs of each individual departments
8. To devise and suggest additional QA measures or changes to the existing measures, based on the data collected on various QA indicators such as peer feedback student evaluation reports and external reviews.

4. Responsibilities and Duties of the Chairperson/Coordinator of the Campus QA Cell

1. Liaise with the Director, Center for Quality Assurance of the University of Colombo to coordinate university level Quality Assurance (QA) activities
 2. Represent the Campus in all QA related activities
 3. Organize Campus level QA meetings
 4. Suggest names of members to the Rector, to be appointed as domain coordinators or members for each criterion in the Quality Assurance Manuals of the UGC
 5. Provide guidance to the domain coordinators and prepare the Campus level Internal QA Report with their support.
 6. Liaise with professional quality assurance and accreditation bodies on matters pertaining to QA and accreditation, if required
 7. Monitor the collation and analysis of Campus level internal QA data such as peer review forms and student feedback forms
 8. Work with other related committees and Units within the Campus on matters related to QA
 9. Answer and address issues related to QA raised by the Campus members in general and by the QA domain coordinators in particular
 10. Supervise the functioning of the Internal Quality Assurance Cell of the Campus

11. Report the activities of the Campus QA Cell to the Campus Board and the Center for Quality Assurance of the University of Colombo regularly
12. Assign work to the Research/Management Assistant appointed to the QA Cell and monitor his/ her work progress

5. Reporting Annual Progress

The Coordinator of the IQAC shall submit an annual progress report to the Campus Board and the Senate.



Dr. K. V. Dhanapala,
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