

**By-laws made by the Council of Lyceum Campus under section 3.4( h) of the Lyceum Campus Ordinance No 3 of 2022 in relation to Internal Quality Assurance System of the Lyceum Campus.**

## **BY-LAWS**

1. These By-laws may be cited as the “ By-laws relating to the “ Institutional Quality Monitoring and Enhancement Directorate of the Lyceum Campus” and shall come into operation on the date of approval by the Governing Council of the Campus.
2. These By-laws enable the Campus to set up an internal quality assurance mechanism to continuously improve the quality of all core functions of the Campus to ensure the highest standards of quality in academic and administrative functions of the Campus.
3. With the formal adoption of these By-laws, the Lyceum Campus will establish an Institutional Quality Monitoring and Enhancement Directorate ( herein after referred to as the IQMED) .
4. To facilitate the coordination of quality assurance activities , a Quality Assurance Cell shall be established within different Faculties in the Campus. These shall be referred to as the Internal Quality Assurance Cells ( herein after referred to as IQACs) of the respective Faculty.

## **SECTION I**

### **Institutional Quality Monitoring and Enhancement Directorate ( IQMED)**

#### **Aim of IQMED**

5. Aim of IQMED is to liaise with the Medical Education Directorate and the Internal Quality Assurance Cells (IQACs) of the Faculties and operationalize all quality assurance processes and procedures set out in the *Academic Quality Assurance and Enhancement Framework of the Lyceum Campus* to promote quality culture in the Campus having significant impact on the standards of core activities of the campus with a view to sustain and enhance quality of education , related services and optimum student experience in the Lyceum Campus.

#### **Objectives of IQMED**

6. The Objectives of IQMED are to:
  - a. Institutionalise national and international best practices and a quality culture within the Campus community

- b. Ensure that Campus's quality assurance system is designed based on the national requirements and the requirements of internal and external stakeholders.
- c. Develop and implement a strategy , policy and procedures for the continuous enhancement of quality and made publicly available.
- d. Develop and implement formal quality assurance systems , policies and procedures to help any activities in the Campus to be consistent and responsive to the vision mission and goals of the Campus.
- e. Integrate a quality assurance system comprehensively , clearly, and concretely in every step, and every level of operation in order to instill a quality culture in the Campus.
- f. Build an image of the Campus which would have confidence of the stakeholders ensuring transparency, accountability, and good practices in all aspects of management.
- g. Enhance the quality of core process activities ( teaching, learning, research, community engagement ,and student services) and support process activities ( information, Communication Technology, Human Resource Management, and Faculty Management ) of the Campus.
- h. Lay out, build, and continuously improve the structure of the quality management system to ensure that quality operations are coordinated, monitored, and managed with maximum effectiveness.
- i. Improve the Campus's overall management practices to be exemplary in good governance.
- j. Communicate/ liaise with the relevant statutory , accreditation, and professional boards and bodies.
- k. Enhance awareness and engagement of all stakeholders on quality assurance.
- l. Provide to staff at all levels necessary support, guidance and training, in development, implementation, and assessment of quality procedures and practices, which deemed necessary to realise the vision, mission, as well as uphold the core values of the Campus.
- m. Support development of the public perception of the Campus with the highest level of trust and confidence of all stakeholders ensuring transparency, and accountability in all aspects of operations.
- n. Prepare the Campus to meet the external quality assurance , assessment , and accreditation requirements by the SCAQA of Ministry of Education and other national and international agencies and facilitate follow up action and monitoring progress.

### **Organisational Structure of IQMED**

- 7 The Institutional Quality Monitoring and Enhancement Directorate ( IQMED) shall be headed by a Director, who shall be responsible to plan, organize, develop, and monitor all internal quality assurance programmes and activities of the Campus.
- 8 IQMED shall function directly under the purview of the President/Vice-Chancellor of the Campus.
- 9 The QMED shall be managed by a Management Committee appointed by the President/Vice-Chancellor as per the proceeding provisions.
- 10 .Quality assurance activities at Faculty level shall be managed by Faculty Quality Assurance Cells (FQACs) established as per the proceeding provisions.
- 11 There shall be a Coordinator for each IQAC appointed by the Dean of the Faculty of the Campus and shall be responsible for coordinating all internal quality assurance activities of the Faculty of the Campus.
- 12 The Director's office shall work in collaboration with all academic and administrative units of the Campus

### **The Director of IQMED**

- 13 Subject to the provisions in the preceding paragraphs , the Director shall be the Head and Officer in charge of the IQMED.
- 14 The Director of the IQMED shall be appointed by the Council of the Lyceum Campus on the recommendation of the President/Vice-Chancellor .No persons shall be appointed as a Director of the IQMED for more than two consecutive terms.
- 15 .Applications for the post shall be entertained by the President/Vice-Chancellor from members of the academic staff of the Campus , holding posts of Senior Lecturer or above , with proven interest and experience in the subject of Quality Assurance.
- 16 The Director shall unless she/he vacates office earlier or is removed from office, hold office for a period of three years reckoned from the date of resuming the duties .
- 17 A Director shall be removed from office by the Council of the Campus passed by not less than two-thirds of the total membership of the Management Committee at a special meeting convened for the purpose.The members present at such special meeting shall elect from among themselves a person other than the Director , to preside at such a special meeting. Alternatively , the Director can be removed by the Campus Council after following normal disciplinary or administrative procedure of the Campus.
- 18 If any vacancy occurs in the office of Director ,by reason of leave , illness, absence from the country, cessation of employment, removal or other cause is unable to perform the duties of her/his office, the President/Vice Chancellor of the Campus shall, within seven days of the occurrence of such vacancy , temporarily make such arrangement as she/he may think fit , for carrying on the duties of the office until a Director is formally appointed.

- 19 It shall be the duty of the Director , in accordance with such directions as may from time to time be officially issued to her/him in that behalf by the Management Committee , to ensure that the provisions of the ordinance no 3 of 2022 , this By-laws and of any appropriate instrument in so far as they relate to IQMED , are duly observed , and she/he shall have and may exercise such powers as he may deem necessary for the purpose.
- 20 It shall be the duty of the Director to give effect, or to ensure that effect is given , to the decisions of the Management Committee.
- 21 The Director shall be invited to attend meetings of the Academic Syndicate , and report on the activities of the IQMED on a regular basis.
- 22 The Director shall be responsible for :
  - a. The overall administrative and financial management of the IQMED , in accordance with policies, guidelines, rules and regulations as laid down by the Management Committee from time to time under the administrative and financial management rules and regulations of the Campus.
  - b. The convening of meetings of the Management Committee.
  - c. Facilitating the arrangements necessary for the conduct of external QA reviewers.
  - d. The maintenance of records pertaining to the IQMED.
  - e. Submitting progress/any other reports /documents to the Academic Syndicate.
  - f. Submitting financial ,progress and evaluation reports as required to the Council,, through the President/Vice-Chancellor.
  - g. Any other functions necessary for the efficient and effective functioning of the IQMED , as recommended or delegated by the President/Vice Chancellor and the Management Committee.
- 23 The Director of the IQMED should report directly to the President/Vice-Chancellor
- 24 The President/Vice-Chancellor shall appoint a Deputy Registrar/Senior Assistant Registrar/Assistant Registrar to the IQMED on full-time basis to serve as the Convener/Secretary to the Management Committee and she/he shall be responsible for administrative management of the IQMED.
- 25 Upon coming in to force of these By-laws , the IQMED shall be deemed to have been established with full power and authority to exercise the following functions:
  - a. Develop regulations for the IQMED and obtain recommendation of the Academic Syndicate for approval of the Campus Council.
  - b. Develop a 3-year Strategic Plan for the IQMED ; obtain approval from the Campus Academic Syndicate and Council before implementation
  - c. Develop the annual workplan for the IQMED and obtain approval from the Academic Syndicate and Council at the commencement of each calendar year.
  - d. Develop the annual budget for IQMED activities along with the Campus's Annual Action Plan.

- e. Ensure that the IQMED is published in the Campus website and details are updated regularly.
- f. Report regularly on QA activities and the progress to the Campus Academic Syndicate and Council.
- g. Circulate notices of QA activities in the Campus to the Campus community.
- h. Conduct Campus , Faculty, Department , Division and unit level awareness programmes on QA for all stakeholders.
- i. Initiate and coordinate preparation of SER for Institutional Reviews
- j. Motivate ,and support faculties ,and departments to prepare SERs for Programme Reviews
- k. Provide necessary training and conduct workshops for SER preparation.
- l. Motivate and support academic staff to showcase best practices in QA.
- m. Develop relationships and liaise with international agencies and HEIs on QA activities.
- n. Support academic staff in the process of preparing proposals for the conduct of new degree programmes , and ensure that applications submitted to SCAQA for approval in this regard are compatible with the Sri Lanka Qualification Framework (SLQF).
- o. Convene and facilitate all meetings of the IQMED.
- p. Assist manual preparations on QA aspects in Faculties and other entities of the Campus.
- q. Make available to all staff the results of external and internal reviews , including student surveys.
- r. Establish appropriate mechanisms to maintain quality of academic programmes and allied services of the Campus.
- s. Prepare the Campus for External Reviews conducted by the SCAQA and implementation of the recommendations.
- t. Assist in preparing and monitoring the Strategic Plan/ Corporate Plan of the Campus , particularly in the areas related to Quality Assurance.
- u. Submit recommendations to the authorities to uplift the status of the Campus based on stakeholder feedbacks ,public surveys statistics and other information.

## SECTION II

### THE MANAGEMENT COMMITTEE OF IQMED

- 26 The Management Committee shall be the academic and executive body of the IQMED.
- 27 The Management Committee shall consist of the following persons:
  - a. President/Vice-Chancellor
  - b. Deputy President
  - c. Deans of Faculties
  - d. Director of the IQMED
  - e. Registrar or a representative
  - f. Bursar or a representative
  - g. Librarian
  - h. Head of the HR Policy and Planning
  - i. A member nominated by the Council
  - j. A member nominated by the Senate
  - k. Coordinators of the Internal Quality Assurance Cells of Faculties
  - l. Head of the IT unit
  - m. Head of the Campus Statistics and Data Monitoring Unit
  - n. Head of Student Affairs
  - o. Two student representatives
- 28 The DR/SAR/of the IQMED shall be the ex-officio Secretary to the Management Committee of the IQMED .
- 29 The Chairperson of the Management Committee shall be the President/Vice Chancellor , who shall preside at all meetings of the Management Committee. If the President is unable to preside at a meeting , the Deputy President shall chair the meeting. In the event both the President and the Deputy President are unavailable , the Director/IQMED shall preside at such meetings
- 30 The term of Office of non-ex-officio members of the Management Committee shall be three years and they shall be eligible for re-appointment.
- 31 The non-ex-officio members shall be appointed by the President/Vice-Chancellor and such non-ex-officio membership may resign from her/his office by letter addressed in that respect to the President/Vice-Chancellor
- 32 The quorum for a meeting of the Management Committee shall be a half of its total membership.
- 33 Any non-ex-officio member of the Management Committee who fails to attend three consecutive meetings of the Management Committee , shall be deemed to have vacated her/his office as a member of the Management Committee and the President/Vice-Chancellor shall take action to appoint a suitable person to fill the resulting vacancy.

- 34 The Management Committee shall meet whenever necessary , however there shall be not less than ten meetings each year.
- 35 The Director shall whenever necessary or within one week upon the receipt of a written requisition from not less than one -third of the total membership of he Management Committee , convene a special meeting of the Management Committee.
- 36 Subject to the provision of the Campus Ordinance and of any appropriate instrument , the Management Committee shall exercise the powers and perform duties and functions conferred or imposed on or assigned to the IQMED by this By-law.
- 37 The Management Committee shall exercise the following duties and functions :
  - a. Regulate and to determine all matters concerning the IQMED in accordance with the provision of the Campus Ordinance and of other appropriate instruments.
  - b. Take all policy and administrative decisions deemed necessary for the effective working of the IQMED.
  - c. Support, and review the progress of QA activities of IQACs of Faculties.
  - d. Decide on matters pertaining to publication of the IQMED.
  - e. Appoint such bodies as it may deem necessary for the effective functioning of the IQMED.
  - f. Take all such other measures as it may deem necessary for the achievement of the objectives of the IQMED .
  - g. The decisions of the Management Committee are subject to the approval of the Academic Syndicate and/or the Council of the Campus, as the case may be.

### **SECTION III**

#### **Establishment of the Internal Quality Assurance Cells (IQACs)**

- 38 The Coordinator of IQAC shall be appointed by the Faculty Board of each Faculty.
- 39 No persons shall be appointed as a Coordinator of the IQAC for more than two consecutive terms.
- 40 IQAC Coordinator , unless vacates office earlier or is removed from office ,shall hold office for a period of three years reckoned from the date of her/his appointment.
- 41 If any vacancy occurs in the office of IQAC Coordinator by reason of leave, illness, cessation of appointment,removal or other cause , is temporarily unable to perform the duties of her/his , the Faculty Board /President shall formally appoint a new/acting Coordinator as appropriate.
- 42 The IQAC Coordinator shall be a part time officer .She/he shall be an ex-officio member and officer in charge of the IQAC of the Faculty.
- 43 The Dean of the Faculty shall preside at the meetings of the IQAC.
- 44 The IQAC shall consist of the following persons:
  - a. Dean of the Faculty
  - b. Coordinator of the IQAC
  - c. Head of each Department of the Faculty
  - d. Staff members appointed by the Faculty Board



- e. Representatives of important external stakeholders as decided by the Faculty Board
- f. Student representatives as decided by the Dean of the Faculty
- g. Members to represent different staff categories as determined by the Dean of the Faculty to reflect inclusiveness in approaches taken for quality assurance

- 45 The DR/SAR/AR of the Faculty shall act as the Secretary of IQAC
- 46 If the Dean is unable to preside at a meeting, the IQAC Coordinator shall preside at such meeting
- 47 Any appointed member of an IQAC shall hold office for a term of three years, reckoned from the date of assumption of duties and shall unless removed from office, be eligible for re-appointment.
- 48 Any member of IQAC may resign her/his office by writing under her/his hand addressed to the Dean of the Faculty.
- 49 Any appointed member of an IQAC who without leave of absence fails to attend three consecutive meetings of a IQAC shall be deemed to have vacated her/his office as a member of a IQAC and the Faculty Board shall take such action to appoint a suitable person to fill the vacancy.
- 50 The quorum for a meeting of an IQAC shall be half the total membership.
- 51 IQAC of each Faculty shall meet once a month and report the progress to the IQMED. The number of meetings per year shall not be less than ten.
- 52 Each IQAC shall exercise, perform and discharge, the following powers, duties, and functions in respect of the speciality concerned.
  - a. To consider and report on any matter referred to it by the Management Committee of IQMED
  - b. To promote quality enhancement activities within the Faculty
  - c. To liaise with the IQMED of the Campus in facilitating the conduct of/arrangement for external reviews
  - d. To prepare documents necessary for External Reviews
  - e. To facilitate implementation of follow up actions recommended in institution/programme/subject review reports and monitor progress in their implementation
  - f. To liaise with IQACs of other Faculties to share good practices and enhance the quality of education
- 53 The IQAC Coordinator shall be responsible for :
  - a. Representing the Faculty in the Management Committee of the IQMED
  - b. Preparing the Faculty for external reviews conducted by SCAQA and implementation and monitoring their recommendations
  - c. to liaise with the Management Committee of the IQMED in drawing up a schedule for each review cycle



- d. to guide the departmental heads in the preparation of self evaluation reports for programme reviews
- e. to guide department heads in the ongoing course/module evaluations at the end of teaching the respective courses/modules
- f. providing information requested by the IQMED in order to operate its activities efficiently
- g. cooperating with the IQMED in reviewing and monitoring the quality of academic programmes, research, and services provided by faculties
- h. the IQAC shall report to to the Management Committee of the IQMED on a regular basis through the Dean.

#### **SECTION IV**

54 Any amendments to these By-laws will be required to be approved by the Council of the Campus with the recommendation of the Management Committee of the IQMED.

55 In these By-laws :

“ Appropriate instrument: means any Order, Ordinance, Statutes, By-laws , Regulation, Rule or Circulars made in accordance with the provisions of the aforesaid Ordinance

56 Cessation of Employment shall include retirement, resignation, vacation of post, dismissal and termination

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