

INTERNAL QUALITY ASSURANCE CELLS OF FACULTIES OF LYCEUM CAMPUS

1. Introduction and Context

Maintaining the highest academic quality and standards is crucial to the Lyceum Campus. As a key to achieving an internal quality system designed to ensure Campus manages its own quality and standards efficiently and effectively and develop a culture of continuous improvement and enhancement “*Academic Quality Assurance Policy Framework of the Lyceum Campus*” was formulated in May 2022.

The Academic Quality Assurance Policy Framework clearly spells out Campus’s strategy for quality and standards, organization of an effective and efficient quality assurance system, , associated procedures and Codes of Practices and other instruments that shall serve as benchmarks and guidelines for implementation of the quality assurance policy.

A significant feature of the Policy Framework is the setting up of a Joint Campus Council and Academic Syndicate standing Committee named as *Lyceum Campus Academic Quality and Standards Committee* (AQSC) (annexure) which forms an” **apex quality structure** “ driving the internal quality assurance system centrally and through the Internal Quality Assurance Cells (IQACs) of the Faculties peripherally.

The Apex Quality Structure , ie Academic Quality Assurance Committee comes under the purview of the President and it is affiliated to the Academic Affairs Division of the central administration, for administrative purpose and logistic support. Quality assurance reports shall be submitted as a regular agenda item in both Council and Academic Syndicate .

The IQACs come under the purview of the respective Deans of Faculties. The Internal Quality Assurance Cells (IQAC) will coordinate all quality assurance activities within the respective Faculty in liaison with AQSC. Quality assurance report forms a regular agenda item in the Faculty Board.

Guidelines for setting up the Internal Quality Assurance Cells of Faculties ., their functions and responsibilities are given below.

2. Internal Quality Assurance Cell

The Internal Quality Assurance Cell (IQAC) is the Faculty -level subunit of the Academic Quality and Standards Committee (AQSC) and shall be headed by a Coordinator appointed by the Dean with the approval of the Faculty Board, appointed from among the Senior Academic Staff (ie Senior Lecturer Grade 1 or above) of the Faculty on a part-time basis for a period of three years , with provision for extension.

The Coordinator of the IQAC shall be assisted by Coordinating Committee of IQAC .

3. Composition of the Coordinating Committee of IQAC

- .Dean of the Faculty as the Chair
- Heads of Departments
- AQSC Representative
- Chairperson of Curriculum Development and Evaluation Committee
- Chairperson of Higher Degrees Committee
- Chairperson of Research Committee
- One Senior Student Counselor
- Coordinator of Career Education and Guidance Unit (CEGU)
- Librarian/or nominee
- AR/SAR of the Faculty as the Secretary of the Committee

4. Terms of Reference of the Coordinating Committee of IQAC

- Monitor the extent of Faculty and Departments of the Faculty implementing the Campus policies regulations and codes of practices relevant to quality assurance and facilitate the process where needed.
- Review the progress of adoption of Sri Lanka Qualifications Framework(SLQF), Subject Benchmark Statements (SBS) , and OBE-SCL approach in the development of curricula of study programmes /courses /modules. and facilitate the process where needed.
- Guide the IQAC in adoption of relevant by-laws prescribed by the Campus for governance and management of IQAC

- In liaison with the Curriculum Development Committee promote adoption of guidelines and benchmarks prescribed/adopted by the campus in academic development and planning in accordance with guidelines prescribed by the external reference points such as Sri Lanka Qualifications Framework (SLQF) , Subject Benchmark Statements (SBS) of the respective subject, professional bodies etc.
- Guide the IQAC in promoting internalizing quality principles and dimensions within the Faculty with respect to the study programme management , curriculum design and development, course design development, teaching and learning , student support and services, ,assessments and other allied functions and services
- Guide the IQAC in implementation of regular internal quality reviews as set out in the Lyceum Campus Academic Quality Assurance Policy Framework (2022) and follow up actions as set out in Lyceum Campus Codes of Practices
- Guide the IQAC in the preparation of programme self-evaluation report for external quality assurance (EQA) reviews of programmes .guide and assist the Director /IQAC in executing his/her duties
- Guide the IQAC in organizing of awareness programmes in quality assurance for the staff of the Faculty

5. Mode of operation

Meetings of the IQAC shall be held every month chaired by the Dean/Faculty

6. Quorum

Quorum for the meetings shall be majority of the total membership.

Category	Administration & Management
Type	Committee
Approved By	President
Effective Date	15.03.2023

Last Approved Revision	----
Sponsor	Registrar
Responsible Officer	Deputy Registrar
