By Laws Governing the Quality Assurance Activities at Business Management School

A Centre for Quality Assurance (referred hereafter to as CQA) is hereby established to oversee all quality assurance activities at Business Management School (referred hereafter to as BMS) in compliance with the University Grants Commission (UGC) Circular No 04/2015.

CQA GOAL

The goal of the CQA is to maintain high standards in all academic, support and operational activities and to ensure the continuous improvement of the quality of these activities, in order to achieve overall institutional excellence.

CQA OBJECTIVES

The objectives of the CQA shall be as follows:

1. To practice globally recognized quality assurance international best practices
2. To create an internal quality assurance system that is aligned with the national requirements, guidelines and frameworks
3. To create a work culture that seeks to continuously improve its quality of work
4. To enhance awareness among the university staff and other stakeholders on the value of quality assurance
5. To prepare quality assurance related documentation and reports
6. To liaise with other universities and organisations to improve the quality of higher education in Sri Lanka
7. To develop and maintain favorable public perception of the university through improved quality of education based on consistent practice of quality assurance procedures

CQA MANAGEMENT COMMITTEE

The CQA Management Committee (MC) shall consist of the following persons:

1. Vice President of BMS shall be the chairperson of the Committee
2. CQA Head may chair in the absence of the Vice President
3. Dean of the Faculty of Management and Technology
4. Dean of the Faculty of Life and Medical Sciences
5. QA Coordinator of the Faculty of Management and Technology
6. QA Coordinator of the Faculty of Life and Medical Sciences
7. Academic Registrar
8. Director Finance or a representative
9. Secretary of the CQA

THE DUTIES OF THE CQA MANAGEMENT COMMITTEE

1. Take all measures as it may deem necessary for the achievement of the objectives of the CQA
2. Take all policy and administrative decisions deemed necessary for the effective working of the CQA
3. Support the activities of the Faculty Quality Assurance Committee (FQAC)
4. Review and evaluate the progress of the CQA and the FQACs
5. The CQA Management Committee shall meet at least six times each calendar year

THE HEAD OF THE CQA

The Head of the CQA shall be responsible for:

1. The overall administration of the Centre, in accordance with the policies and guidelines, as laid down by the CQA Management Committee
2. The convening of meetings of the CQA Management Committee
3. Facilitating the arrangements necessary for the conduct of external subject, programme and institutional reviews
4. Any other functions necessary for the efficient and effective functioning of the Centre, as recommended or delegated by the Vice Chancellor

FACULTY QUALITY ASSURANCE COMMITEE (FQAC)

The FQAC shall consist of the following persons:

1. Dean of the Faculty
2. Heads of Departments
3. QA Coordinator

THE OBJECTIVES OF THE FACULTY QUALITY ASSURANCE COMMITEE (FQAC)

1. To implement the decisions taken by CQA Management Committee related to the Faculty
2. To monitor and report progress on the QA activities to the CQA Management Committee
3. To promote quality enhancement activities within the Faculty