

**B. Terms of Reference**

The responsibilities of the Director, CQA should include the following:

1. Develop regulations for the CQA and obtain approval from the University Council for the same
  2. Prepare operational guidelines for the CQA in accordance with the general guidelines developed by QAC of the UGC, and customized for the university's governance structure / organogram and specific implementation arrangement.
  3. Develop a 3-year Strategic Plan for the CQA; obtain approval from the University Senate and Council and concurrence of the QAC of the UGC, before implementation.
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4. Develop the annual work plan for the CQA and obtain approval from the University Senate and Council at the commencement of each calendar year.
  5. Develop the annual budget for QA activities in the university along with the university's annual budget estimates submitted to the Treasury, and obtain Finance Committee and Council approval
  6. Ensure that the CQA is established on the university website and details are updated regularly
  7. Report regularly on QA activities and progress to the University Senate and Council
  8. Circulate notices of QA activities in the university to the university community and other universities
  9. Conduct University and Faculty level awareness programs on QA
  10. Initiate and support preparation of SER for Institutional Reviews
  11. Motivate and support study programs to prepare SERs for Program Reviews
  12. Provide necessary training and workshop for Self-Assessment Report (SER) preparation
  13. Motivate and support academic staff to showcase best practices in QA.
  14. Develop relationships and liaise with international agencies and universities on QA activities.
  15. Support academic staff in the process of preparing proposals for the conduct of new degree programmes, and ensure that applications submitted to the UGC for approval in this regard are compliant with the Sri Lanka Qualifications Framework
  16. Report on university QA activities at the UGC Standing Committee on QA
  17. Submit an annual report of the CQA to the QAC of the UGC
  18. Convene and facilitate all meetings of the CQA and FQACs
  19. Assist manual preparation on QA aspects in Faculties
  20. Make available to all staff and external stakeholders the results of external and internal reviews, including student surveys