

Institute of Chemistry Ceylon (IChemC)

College of Chemical Sciences (CCS)

By-laws governing the quality assurance activities in the College of Chemical Sciences.

Part I - General

1. These By-Laws made by the Council of the Institute of Chemistry Ceylon (IChemC) under the Universities Act, section 25A, No. 16 of 1978 and the guidelines issued by the Non-State Higher Education Circular No. 01/2023, Ministry of Education, may be cited as the Center for Quality Assurance (CQA) By-Law and shall come into operation upon approval by the council of IChemC.
2. The Objectives of the CQA are as follows
 - a. To institutionalize a culture of quality assurance in accordance with national guidelines and international practices.
 - b. To ensure the IChemC procedures are aligned with Ministry of Education guidelines and national requirements.
 - c. To maintain favourable public perception of the IChemC through improved quality of education based on the consistent practice of quality assurance procedures.
 - d. To liaise with the Non-State Higher Education division of Ministry of Education, Sri Lanka in facilitating the conduct of external reviews in the IChemC.
 - e. To assist the Dean/College of Chemical Sciences (CCS) in preparation of the self-evaluation report for institutional reviews.
 - f. To guide departments in the CCS of IChemC in preparation of self-evaluation reports for programme and subject reviews.
 - g. To facilitate implementation of follow-up actions recommended in subject, programme or institutional review reports, and monitor progress in their implementation.
 - h. To liaise with quality assurance units in other higher educational institutions, to share good practices and to enhance the process of teaching learning and welfare.

Part II – The management committee of the Center for Quality Assurance

3. The CQA shall be managed by a management committee appointed as per the proceeding provisions.

4. The CQA shall be headed by a director who shall be responsible to plan, organize, develop, facilitate and monitor all internal quality assurance programmes and activities of CCS.
5. The management committee of CQA shall be the academic and executive body of CQA.
6. The management committee shall consist of the following persons.
 - a. Director-CQA (Chairperson)
 - b. Dean-College of Chemical Sciences
 - c. Heads of Departments
 - d. Registrar
 - e. Director - DLT
 - f. Secretary of CQA/convener (must be an AR)
 - g. Bursar
 - h. Librarian
 - i. Two other academic staff members
7. The director of CQA shall be appointed by the Council of the IChemC after a due selection process.
8. The non-ex-officio members of the management committee of CQA shall be appointed by the Council of IChemC.
9. The chairperson of the management committee meetings shall be the Director/CQA. If the Director is unable to participate in a meeting, he/she shall nominate a member to preside at such meeting.
10. In the event, the Director is unable to preside the meetings and not nominated a member to preside, the committee shall elect any member present, to preside at such meeting.
11. The quorum of a meeting of the management committee shall be half of the total membership.
12. The term of office of non-ex-officio members shall be three years and they shall be eligible for reappointment.
13. Any non-ex-officio member who fails to attend three consecutive meetings (online or in person) shall be deemed to have vacated his/her post. The Council of IChemC shall take actions to appoint a suitable person to fill the resulting vacancy in the management committee.

14. The Council of the IChemC shall have the powers to remove any non-ex-officio member from the management committee and appoint any suitable personnel to fill the resulting vacancy.
15. The management committee shall meet whenever necessary, however, there shall be not less than six meetings in each year.
16. The decisions of the Management Committee are subject to the approval of the Council of the IChemC.
17. Subject to provisions of the Universities Act and any appropriate instrument, the management committee shall exercise powers and perform duties and functions conferred or imposed on or assigned to CQA by this By-Law.

The management committee shall exercise the following duties and functions.

- a. Regulate and to determine all matters concerning the CQA in accordance with the provision of the Universities Act and of other appropriate Instruments.
- b. Draft rules for all relevant matters in respect of which rules are authorized to be made and to submit drafts to the academic board/council as the case may be of the IChemC.
- c. Take all policy and administrative decisions deemed necessary for the effective working of CQA.
- d. Support, and review the progress of quality assurance activities.
- e. Decide on matters pertaining to publication of CQA.
- f. Appoint such bodies as it may deem necessary for the effective functioning of the CQA.
- g. Take all such other measures as it may be deemed necessary for the achievement of the objectives of the CQA, including the exercise of powers conferred by other relevant provisions of these By-Laws.

Part III – The Center for Quality Assurance

18. Subject to the provisions in the preceding paragraphs, the Director shall be the officer in charge of the CQA.
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 Universities Act, this By-Laws and of any appropriate instrument in so far as they relate to CQA, are duly observed, and she/he shall have and may exercise such powers as she/he may deem necessary for that 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. Subject to the provisions in paragraph 19 above, the Director shall be responsible for,
- a. The overall management of CQA in accordance with policies, guidelines, rules and regulations as laid down by the management committee from time to time under the administrative and financial regulations of the IChemC.
 - b. Convening of meetings of the management committee.
 - c. Facilitating the arrangement necessary for the conduct of external quality assurance reviews.
 - d. Maintenance of documents and records pertaining to the center.
 - e. Submitting progress reports to the Non-State Higher Education Division (NSHED) of the Ministry of Education.
 - f. Development of the annual work plan for the CQA and obtaining approval from the management committee and the Council of IChemC.
 - g. Development of an annual budget for quality assurance activities in the IChemC.
 - h. Any other functions necessary for the efficient and effective functioning of the center, as recommended or delegated by the management committee.
22. Upon coming to force of these By-Laws, the CQA shall be deemed to have been established with full power and authority to exercise its functions.

Approved by ABIChemC 18/05/2024

Approved by the Council IChemC June 2024