



# NOTICE

## DIRECTOR

### Quality Assurance Centre (QAC) Rajaratna University of Sri Lanka

Applications are invited from Senior Academic Staff Members in the permanent staff of this university for the above post.

The terms of references for the above post is attached herewith.

(For further information please refer UGC circular No 09/2019 dated October 07, 2019.)

A Self-made application along with an updated CV should be submitted to the Vice Chancellor **on or before 26.05.2025.**

**Dr. P. H. G. J. Pushpakumara**  
**Acting Vice-Chancellor**  
**07.05.2025**

## **Qualifications and Terms of Reference of Director**

### **Internal Quality Assurance Unit (IQAU)**

**Title of the Post : Director/Internal Quality Assurance Unit (IQAU)**

#### **Qualifications:**

The applicants eligible to apply for the post of Director IQA shall be Senior Lecturer Grade I and above in the permanent staff.

The applicants should have experience in internal quality assurance related work and be conversant of the procedures laid down by the Quality Assurance and Accreditation Council of the UGC.

The applicants should be free from other administrative positions.

#### **Terms of Reference of the Director IQA**

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.
4. Develop the annual work plan for the CQA and obtain approval from 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 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 practice in QA.
14. Develop relationships and liaise international agencies and universities and QA activities.
15. Support academic staff in the process of preparing proposals for the conduct of ne degree programmes, and ensure that applications submitted to the UGC for approval in this regard are complaint with the Sri Lanka Qualification 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 result of external and internal reviews, including student surveys.