



**SABARAGAMUWA UNIVERSITY OF SRI LANKA**  
**DIRECTOR, CENTRE FOR QUALITY ASSURANCE (CQA)**

Applications are internally entertained from persons who are holding the post of senior academic or Professor and above for the said post with significant experience in administration (at least 3 years). Where the Director CQA is not a Professor, he/she should be an invited member of the Senate. The applicant should be independent of the other key administrative responsibilities at the University (Dean, Head, Director of any other centers).

The term of the office for a period of 03 years.

The Director, CQA should act as the Chairperson of the Management Committee of the CQA. Responsibilities and duties of the post as follows;

1. Develop regulations for the CQA and obtain approval from the University Council 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 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 external stakeholders the results of external and internal reviews, including student surveys.

The appointee is entitled to receive a monthly honorarium of Rs. 25% of the basic salary per month. Telecommunication Allowance and the transport facility will be provided whenever necessary for official purposes.

Applications, as per the specimen attached herewith, indicating your interest and proposed contributions to the CQA should be **handed over** or sent by **registered post to the Deputy Registrar (Academic Establishment Branch), Sabaragamuwa University of Sri Lanka. P.O. Box- 02, Belihuloya** on or before **14.02.2024**.

Late applications will not be entertained.



Vice Chancellor  
Sabaragamuwa University of Sri Lanka  
29.01.2024