

INTERNAL QUALITY ASSURANCE POLICY MANUAL
OF
SRI LANKA INSTITUTE OF TEXTILE AND APPAREL

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1. Introduction

1.1 This document outlines the key aspects of the internal quality assurance approach of the Sri Lanka Institute of Textile and Apparel. Internal Quality Assurance System is the quality policy of Sri Lanka higher education institution is to achieve excellence in teaching, research, student support, extension and consultancy with the social relevance. The quality management system encompasses organizational structure, procedure, processes and financial, non ófinancial, human and technological resources. Sri Lanka assures quality education and training by process benchmarking, performance benchmarking and strategic benchmarking. Internal quality assurance systems in the institution are formulated on the basis of guidelines of external quality assurance ageness such as Higher Education Ministry, UGC and the affiliating higher education institution.

- Through internal and annual external audits, our quality assurance systems have evolved over a period of time and have been strengthened.
- Functioning IQAC quality strengthened our quality management systems, resulting in achievement of academic and institutional objectives and grater alignment with policies, procedures and systems. Prescribed by the external quality assurance agencies and regulatory authorities.

1.2 Aims of Internal Quality Assurance

The aims of the Internal Quality Assurance Centre (IQAC) of the institute have been identified as follows in line with the policy framework in this respect by the Quality Assurance and Accreditation Council (QAAC), Higher Education Ministry (HEM):

- (a) To perform quality assurance of education provision of Sri Lanka Institute of Textile and Apparel.
- (b) To support sustainable quality enhancement within the Sri Lanka Institute of Textile and Apparel leading to a quality culture.
- (c) To present a clear and comprehensive profile, based on self ó review and SWOT analysis concerning its study programmes, thus enabling continuous self-improvement.

As prescribed in the Internal Quality Assurance Manual of Sri Lanka (2015), the areas of particular importance in Internal Quality Assurance Centre in Sri Lanka Institute of Textile and Apparel include the following;

- Policy and Procedure for Higher Education
- Approval, monitoring and periodic review of programme and awards
- Teaching, Learning and Assessment of students
- Quality Assurance of Teaching Staff
- Learning resources and Support Staff
- Information Systems
- Public Information

1.3 Internal Quality Assurance Centre (IQAC)

The Internal Quality Assurance Centre of the Sri Lanka Institute of Textile and Apparel, established in December, 2022, has initiated many quality sustenance and enhancement measures during the past period. The IQAC, through many proactive initiatives, has succeeded in internalization of quality cultures and institutionalization of best practice. IQAC develops quality benchmarks and parameters for various academic programmes.

1.4 Objective

- To develop a system for conscious and consistent catalytic action to improve the academic and administrative performance of the institute.
- To facilitated institutionalization of quality initiatives for improvement of the academic and administrative performance of the institute.

1.5 Functions

- IQAC has evolved operational frame work for quality assurance by integrating with all academic and administrative operations of the institute.
- It associates closely with every academic operation of the institute to ensure that all operations have structured strategies and well- defined process of delivery. This enables tangible measurement of performance which will serve as reference for sustaining and improving quality of future initiatives.
- It closely observes student support initiatives being delivered at various touch-points across the system to identified deviations from students- centric approaches. Once such short comings are identified, the IQAC actively involves in the amendment and modification of processes/ systems, communicates the same and also plays a key role in ensuring firm adherence to these modifications.
- It also continuously validates the conformity between academic and administrative delivery to ensure that there is no disconnect in comprehensive effectiveness.

1.6 Major contribution

Organization of seminars, workshops and training programmes at institutional and national levels, for faculty, students and support staff to enhance their functions efficiency. It organize national seminars on quality aspects of education, initiated collaborative programme in the areas of curriculum review, dissemination of information to best practices and innovative practices in departments and other institutions and institutionalized them through seminars and reporting systems, thus maintaining quality culture of continuous improvement. Development of course files with annexure on teaching plan, pedagogy and content, periodical academic audits, assessment plan and learner ó centric activities help teachers benchmark the teaching ó learning ó evaluation process, help increase integration of ICT in teaching ó learning and promote use of ICT, along with sensitization and training of faculty.

1.7 Composition of the IQAC

This centre is chaired by the Director General of the institute. This centre comprises representatives from all faculties of study and divisions.

Accordingly, the members of the IQAC are as follows;

- (a) Director General (Chairman)
- (b) Deans of Faculties of Study
- (c) Director (Training and Technical)
- (d) Director (Operation)
- (e) Registrar
- (f) Deputy Director (Administration)
- (g) Heads of Departments of Studies
- (h) Heads of Departments of Technology
- (i) Librarian
- (j) Accountant
- (k) In-Charge of the IQAC
- (l) Secretary ó IQAC