



TERMS OF REFERENCE (ToR)

**Internal Quality Assurance Cell, Faculty of Allied Health
Sciences (IQAC-FAHS)**



**Faculty of Allied Health Sciences
General Sir John Kotelawala Defence University**

Table of Contents

Topic	Page number
1. Introduction	04
1.1. Vision	04
1.2. Mission	04
2. Committee composition	05
2.1. Membership	05
2.2. Appointment of members	05
3. Responsibilities and Terms of Reference (ToR) of IQAC-FAHS	06
4. Responsibilities of members	08
4.1. Chairperson	08
4.2. Coordinator/s	09
4.3. Departmental members	09
4.4. Chairs of faculty board appointed committees	09
4.5. Convener	09
5. Meetings	09

Abbreviations

BOM: Board of Management

CQA: Centre for Quality Assurance

FAHS: Faculty of Allied Health Sciences

FAHS: IQAC: Faculty of Allied Health Sciences Internal Quality Assurance Cell

HoDs: Heads of Departments

IR: Institutional Review

IRSMC: Internal Research Screening and Monitoring Committee

KDU: Kotelawala Defence University

PR: Program Review

QA: Quality Assurance

SAR/AR: Senior Assistant Registrar/Assistant Registrar

SBS: Subject Benchmark Statements

SER: Self-Evaluation Report

SLQF: Sri Lanka Quality Assurance Framework

SOP: Standard Operating Procedures

ToR: Terms of Reference

UGC: University Grant Commission

**Proposed Responsibilities and Terms of Reference (ToR) of Internal Quality Assurance Cell (IQAC),
FAHS, subjected to Senate and BOM approval**

1. Introduction

Internal Quality Assurance Cell (IQAC) is the committee designed to build and ensure a quality culture at the institutional level. It is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities at the Faculty of Allied Health Sciences (FAHS), General Sir John Kotelawala Defence University (KDU).

The term 'quality' implies the highest standards and relevance of academic programmes, research and services of the faculty. This Terms of Reference (ToR) enables the FAHS to setup an internal quality assurance mechanism that ensures continuous improvement of quality of all degree programmes, research activities conducted at the faculty and services offered by the faculty.

Establishment of the IQAC will enable the FAHS to

1. institutionalize a culture of quality assurance (QA) in accordance with the national guidelines and international practices.
2. ensure that the university procedures are aligned with the UGC guidelines and national requirements.
3. develop and maintain favourable public and peer perception of the university, through improved quality of education, research, and services of FAHS-KDU, based on the consistent practice of quality assurance procedures.

1.1 Vision

Ensure high quality education, research and training in the fields of health care that are complemented to the international standards for undergraduates of FAHS.

1.2 Mission

Continuous monitoring and improvement of the academic practices and administrative matters directly affecting academic activities in degree programmes conducted by FAHS-KDU and achieves academic excellence through quality assurance mechanisms in terms of education, research and services.

2. Committee Composition

2.1 Membership

- 1) Dean, FAHS
- 2) Chairperson, FAHS-IQAC(Serves as the coordinator to the Centre for Quality Assurance-KDU)
- 3) Coordinator/s FAHS- IQAC
- 4) SAR/AR, FAHS
- 5) Heads of Departments (HoDs)
- 6) One Representative/s from each department of FAHS
- 7) Chairperson, Curriculum Development and Review Committee
- 8) Chairperson, Faculty Internal Research Screening and Monitoring Committee (IRSMC)
- 9) Chairperson, Student Counselling Committee, FAHS
- 10) Convener
- 11) Any other relevant person/s shall be invited to attend a specific committee meeting as required.

2.2 Appointment of Members

1. The Chairperson, Coordinators and Convener are selected and appointed by the Faculty Board, FAHS-KDU.
2. Two months prior to the end of the term of the IQAC, the chairperson should declare the end of term of the committee. The Faculty Board should nominate a candidate/s for the posts of the chairperson and Coordinator/s at the Faculty Board, and the appointments should be confirmed at the next Faculty Board.
3. The representatives from each department should be nominated by the respective Head of Department (HoD) and their nominations should be confirmed by the Faculty Board on the same day that the chairperson and the coordinator/s are confirmed.
4. The term of the appointments is for duration of one (1) year.

3. Responsibilities and Terms of Reference (ToR) of IQAC-FAHS

In accordance with the guidelines and the responsibilities provided by the KDU and centre for quality assurance (CQA-KDU), the IQAC- FAHS shall be the faculty's official body on screening and recommending matters and any changes related to academic activities, research related activities and administrative matters relating to academic activities of the faculty, prior to the presentation and approval of the Faculty Board.

Any matters which fall under the scope of responsibilities (3.1) below must be submitted to the IQAC for recommendation prior to the proceedings and any approval by the Faculty Board. The departments can consult the IQAC for its opinion in clarification of any such matter if necessary.

The departments should follow the standard operating procedures (SOP), for the screening and recommendation process prior to the submission to the Faculty Board.

- I. Formalize the role of IQAC by establishing IQAC with approval of members, recognizing its role in QA and reporting to Faculty Board under an agenda item for IQAC.
- II. Ensure that AHS degree programmes are up to date through regular reviewing and monitoring of the outcome-based performance indicators and coincide with the national, regional and global requirements.
- III. Promote a quality culture and quality assurance within the faculty by institutionalizing the IQAC activities.
- IV. Facilitate implementation of QA related policies of the University as directed by the Director, CQA and liaise with the CQA-KDU, in facilitating activities related to QA of FAHS.
- V. Monitor implementation of curriculum, teaching and learning, student assessment and learning resources.
- VI. Ensure that the faculty and departmental procedures are aligned with the UGC guidelines and accreditation bodies, national requirements, and those of KDU which are approved by the BOM.
- VII. Recommend changes made to modules, assessments and other academic activities prior to the approval of the Faculty Board.
- VIII. Take steps to monitor the examination procedures and streamline the examination process between all departments and to reach expected standards.

- IX. Take steps to implement the new examination methods without interfering the quality of the degree programs.
- X. Ensure the necessary academic regulations and By-laws are in place within the faculty-
- XI. Maintain a repository of evidence at the faculty level for Institutional Reviews and Programme Reviews.
- XII. Monitor/advise Faculty Board appointed committees such as Internal Research Screening and Monitoring Committee (IRSMC) and Curriculum revision committee to maintain quality and expected standards.
- XIII. Screening and recommending any local or foreign collaboration programs pertaining to FAHS, prior to faculty board approval.
- XIV. Support Faculty and Departments to prepare for external QA Institutional Reviews (IRs) and programme review (PR) in order to obtain accreditation, through self-evaluation reports (SER).
- XV. Take steps to familiarize academic staff with the Sri Lanka Quality Assurance Framework (SLQF), Subject Benchmark Statements (SBS) and KDU graduate profiles.
- XVI. Monitor and ensure that the curricula of degree programmes are in accordance with the SLQF, SBS and UGC guidelines.
- XVII. Assist and prepare guidelines for the administration of student surveys, students' feedbacks (physical and online) and peer reviews process of FAHS academia.
- XVIII. Identify gaps in knowledge and skills on QA and identify capacity building requirements for effective and efficient implementation of QA activities in the faculty and departments and bring to the attention of Director-CQA.
- XIX. Coordinate the conduct of faculty level awareness programmes on QA among staff members, with the support of the CQA.
- XX. Identify good practices related to academic and administrative matters and share with departments through IQAC and Faculty Board.
- XXI. Coordinate the inclusion of QA aspects in the Faculty Corporate Plan.
- XXII. Devise and suggest additional QA measures or introduce changes to the existing measures based on the data collected on various QA indicators such as peer feedback, student feedback and external reviews.

- XXIII. Develop Standard Operating Procedures (SOP's) for academic, research and other academic related administrative activities for pre IQAC screening and recommendation prior to the Faculty Board approval.
- XXIV. Intervene at academic matters pertaining to quality and provide consultation on academic matters when requested by the respective departments of FAHS.

4. Responsibilities of Members

4.1 Chairperson IQAC-FAHS

- i. Liaise with the Director, CQA-KDU to coordinate Faculty level QA activities.
- ii. Liaise with the Dean, HoDs and Chairpersons of committees to coordinate QA activities of the faculty.
- iii. Organize IQAC meetings of FAHS.
- iv. Chair IQAC meetings efficiently, encouraging contributions of all committee members and seeking consensus when making decisions.
- v. Assure that the activities of the committee are conducted in compliance with relevant policies and guidelines of the university and within regulatory requirements of relevant professional bodies.
- vi. Monitor the collation and analysis of Faculty QA data such as student feedback, peer reviews and maintain documentation.
- vii. Work with other related committees and units within the faculty on matters related to QA.
- viii. Report the activities of the IQAC-FAHS to the Faculty Board.
- ix. Ensure the responsibilities of IQAC (mentioned in 3.1) are maintained.

4.2 Coordinators

- I. Assist chairperson to conduct his/her duties in accordance with the ToR.
- II. Assist the chairperson to finalize decisions to be taken at IQAC.
- III. Take part in CQA meetings when the chairperson (IQAC-FAHS) is unable to attend them.
- IV. Coordinate with other committee members to the successful conduction of IQAC activities.

4.3 Department Representatives

- I. Coordinate and communicate with the respective HoDs and departments to announce the IQAC activities.
- II. Inform IQAC regarding the requirements of QA activities of the department and coordinate with IQAC to obtain the necessary approval.

4.4 Chairpersons of Faculty Board Appointed Committees

- i. Update IQAC with the activities of respective committees.
- ii. Consult IQAC to resolve matters and streamline activities of the respective committees.
- iii. Assist the chairperson to finalize decisions to be taken at IQAC.

4.5 Convener

- i. Giving notice of the meetings, preferably at least one week in advance.
- ii. Convene the committee meetings.
- iii. Record the proceedings of committee meetings and write the minutes.
- iv. Prepare the agenda in consultation with the chairperson and circulating it with the minutes to the members.
- v. Send the corrected minutes to the Faculty Board.

5. Meetings

The FAHS-IQAC shall meet in the last week of each month before the Faculty Board meeting scheduled for the month. The quorum for the meeting shall be two third (2/3) of the membership.