

Performance Score Card – Internal Quality Assurance Cell (IQAC) - University of Colombo

Faculty /Institute:

	Task/Activity	Completed If not Expected date of Completion
	Establishment of the IQAC	
	<p><i>Establishment of the IQAC</i></p> <ul style="list-style-type: none"> • <i>Each Faculty/Institute shall establish an Internal Quality Assurance Cell (IQAC) to coordinate the QA activities of the Faculty/Institute.</i> 	
	<p><i>Office Space for IQAC</i></p> <ul style="list-style-type: none"> • Availability of Office Space for the QA cell • Obtain approval of the Faculty Board for location/space • Deciding and procuring of minimum requirement of furniture and equipment for efficient service 	
	Appointment of Staff for IQAC	
	<p>Appointment of members for the QA cell, with the approval of the Faculty/study Board</p> <ul style="list-style-type: none"> • <i>Chairman</i> • <i>Coordinator - IQAC coordinator preferably with experience in QA activities, will be selected by the Faculty Board among the members of IQAC</i> • <i>Convener (preferably SAR of the Faculty)</i> • <i>Members representing different departments</i> • <i>CAA or a Clerk</i> <p>All departments should be represented in the IQAC (Each Department may nominate a member from the department to the IQAC)</p>	
	Terms of Reference for the IQAC	
	<ul style="list-style-type: none"> • <i>Development of Terms of Reference (TOR)</i> <i>The QA cell should develop the TOR in line with the TOR approved by the Management committee and may include any additional requirements of the Faculty/Institute.</i> • <i>Defining of role and responsibilities of IQAC Coordinators</i> • <i>TORs/SOP will be developed and approved by the Faculties.</i> • <i>The TOR/SOP should be attached to the letter of appointment</i> • <i>The stipulated role and responsibilities of the IQAC should align with the major QA activities of University</i> • <i>Develop annual work plan of IQAC aligning with University IQAU strategic plan/annual plan</i> 	

Faculty /Institute:

	<i>Meetings, Reporting and liaising with Faculty Board and Director/IQAU</i>
	<ul style="list-style-type: none"> • <i>Determining frequency of QAC meetings of the Faculty</i> • <i>QA activities should be a permanent Agenda item of the Faculty Board</i> • <i>Determine items contributing to QA related work of the Faculty and report in Faculty Board</i> • <i>Report outcome of QA in Faculty and the progress at the Management Committee meetings</i> • <i>Report the decisions taken at the Management Committee to the IQAC membership/Faculty Boards</i> • <i>Chairman and the coordinator shall attend the QA Management Committee meetings regularly.</i>
	Role of the IQAC in IR & PR
	<p><i>IQAU to motivate and support IQAC's to prepare SERs for Program Reviews</i></p> <ul style="list-style-type: none"> • <i>IQAC facilitates the appointment of SER preparation teams and task forces for PR in consultation with IQAU</i> • <i>IQAU/IQAC assists the team to develop an operation schedule and timeline</i> • <i>IQAU/IQAC develops a progress template</i> • <i>IQAC assist/coordinate the collecting evidence to meet the specific standards</i> • <i>IQAC Monitors SER report development process in line with PR Manual</i>
	Other Tasks
	<ul style="list-style-type: none"> • Assist the IQAU to administer student surveys/feedback, Stakeholder meetings • Maintain a repository for details on QA activities (Minutes, By laws, survey reports etc.) • Making available details on the QA activities to IQAU to upload University to website • Engage in any other task related to the QA activity of the Faculty