

Functions of the FQACs

In the Revised Programme Review Manual, three standards are assigned for the FQACs:

1. Establishment of the FQACs (Standard 1.11)
2. Programme Evaluation: Annually Monitors the quality of education provision of the programme through process indicators and outcome indicators (Standard 1.20)
3. Internal Monitoring for Programme Related Activities (Standard 6.1)

1. PR 1.11. Internal Quality Assurance System:

Standard: The Faculty/Institute has established a Faculty Quality Assurance Cell (FQAC) with well-defined functions as per University Grants Commission (UGC) guidelines, and operational procedures approved by the University. The FQAC implements an internal quality assurance system in liaison with the Center for Quality Assurance (CQA) of the University/HEI.

Best Practice: A well-defined internal quality assurance system undertakes regular monitoring of all aspects of the study programme and regularly reports to the board of administration. The internal quality assurance body liaises with the Center for Quality Assurance (CQA) of the University/HEI in executing its functions.

Examples of Evidence:

1. Documents related to establishment of Faculty Quality Assurance cell (FQAC);
 2. ToR of FQAC members;
 3. FQAC by-laws and operational procedures manual;
 4. List of QA activities undertaken by the Department and the FQAC;
 5. Department meeting agenda;
 6. Faculty Board Agenda;
 7. Reports submitted to the Faculty Board on activities conducted (including implementation of the recommendations of previously conducted programme review) by the Department and FQAC;
 8. Minutes of the Department, FQAC, Faculty Board, CQA and/ or Senate Standing Committee on Quality Assurance.
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2. PR 1.20. Monitoring, Evaluation and Revision of Curriculum:

Standard: The Faculty/ Institute/ Department/ Curriculum Development / Review Committee along with the Faculty Quality Assurance Cell/Center for Quality Assurance of the university *annually monitors the quality of education provision of the programme through process indicators and outcome indicators* and uses the findings to periodically update and improve the programme in the light of developing knowledge and practices in the discipline and the quality of education provision, in an agreed cycle.

Best Practice: Quality of education provision of the programme is monitored and evaluated annually through

process indicators:

1. student retention,
2. progression,
3. completion/graduation rates,
4. graduate/student satisfaction with the programme

and *outcome indicators:*

1. cost-effectiveness of the programme,
2. employability of graduates,
3. employer feedback,
4. admission rates to advanced degree programmes and scholarship/fellowship awards

and uses the findings to periodically update the programme in the light of developing knowledge and practices in the discipline and the quality of education provision, in an agreed cycle.

Examples of Evidence:

1. Senate approved guidelines on programme evaluation;
2. List of indicators used for annual programme evaluation;
3. Samples of data collection tools used;
4. Annual analytical reports (findings and recommended actions) on Student retention, progression, completion/ graduation rates, Graduate satisfaction surveys, Tracer studies;
5. Employment records, Numbers of scholarships/ fellowships/ internships recipients;
6. Numbers embarked on/ pursuing postgraduate studies;
7. Employer feedback surveys report, Feedback from Internal/external reviewers;
8. Major revisions/improvements made (with dates) based on these reports including the last programme review and/ or accreditation report;
9. Relevant curriculum documents;
10. Minutes of relevant meetings.

This is also stated in the Revised Institutional Manual under the Standard 3.11:

3. PR 6.1. Internal Monitoring Framework/Mechanism for Programme Related Activities:

Standard: The Faculty/Institute has established a comprehensive internal monitoring framework/mechanism to review and evaluate the activities related to

1. programme management,
2. learning environment,
3. programme design and development,
4. teaching-learning
5. assessment.

Best Practices: An internal monitoring and evaluation framework/ mechanism is in place to ensure the effectiveness of the programme and associated structures and services.

Examples of Evidence:

1. Availability of an internal monitoring framework/ mechanism for programme related activities;
 2. Comprehensiveness of the framework/ mechanism (whether it addresses activities related to all criteria);
 3. Monitoring guidelines/checklists.
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Center for Quality Assurance
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