

**Group 1**

Criteria 1- Governance and Management

Criteria 6- Strength and Quality of Staff

# Common Checklist

- Vision mission
- Cooperate plan
- Lists of different faculties and institutes under the University
- Lists of Different administrative departments
- Lists of welfare services Departments/ Units
- Organizational Structure
- Evidences for following
  - the Act,
  - HEI Circulars,
  - QAAC's recommendations

# Governance and Management

Criteria - 1

# Checklist

- Committed Leadership
- Strategic plan and action plan
- Code of practices
- Bylaws and Policy documents
- Financial management and distribution of resources
- Transparency
- Decentralizing the activities and delegation of power
- Management information systems (MIS)
- Ethical considerations

# Checklist

- Interacting with the stakeholders and obtaining their feedback for quality improvements
- Providing conducive environment for
  - Students learning and recreation
  - Staff research and teaching
  - Administrative and supporting staff to enhance the quality administration
- Providing avenues for the students and staff to express the opinions and ideas for developments
- Collaborations with national and international institutions and Universities
- Details on networking with national and international industries

# Essential Points-Criteria 1

- Involving all the staff in quality assurance activities
- Has quality assurance been a continuous activity and monitored continuously?
- Awareness of staff on AR, FR, HEI Circulars, university bylaws, policies, work norms, etc.
- The ability to improve the cohesiveness among all grades of staff and students.
- Criteria for the Resource and financial distribution
- Effective use of the resources
- Adherence to subject bench mark

# Good Practices-Criteria 1

- Avenues to look into the grievances
- Monitoring systems to evaluate the progress
- Find out the top to bottom awareness on QA process
- Adoption of rules and regulations
- Looking into the transparency



# Strength and Quality of Staff

Criteria - 6

# Checklist-Criteria-6

- List of duties to staff at all levels
- Performance appraisal
- Transparency
- Decentralizing the activities and delegation of power
- Learning management system (LMS)
- Providing conducive environment for personal and carrier development
- Motivating staff to engage in research
- Rewarding academic excellence

# Essential Points-Criteria 6

- Recruitment process and procedures (Any by-laws?)
- Frequency of curriculum revision
- Introducing of new and innovative courses to produce employable and able graduates
- Encourage to become good Entrepreneurs
- Peer evaluation, student feed back

# Good Practices-Criteria 6

- Evaluation of teaching – learning process
- Appraisal of academic excellence
- Effective utilization of IT facilities in teaching – learning processes.
- Encouragements to students for active involvement in learning processes and research activities.
- Be a role model to the students and Junior staff
- Staff commitment for quality research and attracting grants