

# Performance Score Card for Internal Quality Assurance Units of State Universities

Quality Assurance and Accreditation Council  
University Grants Commission  
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# Objective of all activities of an IQAU

- ❖ Perform QA activities in the University's education process and provide good quality education
- ❖ Support sustainable quality enhancement
- ❖ Present a clear and comprehensive profile, based on self-review of its own programs, thus enabling continuous self-improvement.

# Objective of all activities of an IQAU (Cont.)

- ❖ Prepare for external evaluation
- ❖ Co-ordinate all QA related activities within the University/Institution
- ❖ Liaise with the UGC/QAA Council and other external QAA agencies
- ❖ Implement QA Reviews/Audit and implement follow-up action;

# Objective of all activities of an IQAU (Cont.)

- ❖ Prepare Institutional Self-evaluation report;
- ❖ Prepare guidelines on QA for the University/Institution;
- ❖ Provide advice on QA to all faculties and departments;
- ❖ Monitor and guide faculty level QA activities;

# Objective of all activities of an IQAU (Cont.)

- ❖ Organize awareness programs on QA for the staff members;
- ❖ Contribute to Quality and QA aspects in to the corporate plan;
- ❖ Identify and share good practices with other departments;

# Objective of all activities of an IQAU (Cont.)

- ❖ Prepare manuals (eg. Academic regulations, equipment manuals, laboratory manuals etc.)
- ❖ Ensure their academic regulations/By-Laws are in place, if not make recommendations for remedial action.

# **Score Card Development**

- 1. IQAU establishment (weight age 30%)**
- 2. Implementation status of Self-Assessment mechanism (50%)**
- 3. Empowering the IQAU (20%)**

# 1. IQAU establishment (weightage 30%)

**Establishment of a fully functional and independent IQAU at the University is a primary requirement set forth by the QAAC**

1. Appointment of a Director – parameters (qualifications, seniority, free of other responsibilities appointment to be made by whom? etc)
2. TOR developed for the Director



# 1. IQAU establishment (weightage 30%) (Cont.)

## 3. Appointment of other members – Composition to be decided

- ✓ Deans of all Faculties or permanent representative from each faculty recommended by the FB
- ✓ Registrar or permanent nominee
- ✓ Bursar or permanent nominee
- ✓ Librarian or permanent nominee
- ✓ Director/SDC
- ✓ Convener/secretary to be elected by the Unit from among its members

# 1. IQAU establishment (weightage 30%) (Cont.)

4. Availability of permanent office space for IQAU
5. Availability of furniture (minimum to be decided)
6. Availability of office equipment (computer, printer, scanner, to be identified)
7. Availability of internet and telephone facilities

# 1. IQAU establishment (weightage 30%) (Cont.)

8. Availability of permanent support staff
9. Establishment of Faculty QA Cells and define the role and responsibilities of the Cell Coordinators and Cells
10. Faculty Coordinators would liaise closely with Director

## 2. Implementation status of Self-Assessment mechanism (50%)

- ❖ Aspects of the IR process
- ❖ Aspects of the PR process

# 3. Empowering the IQAU (20%)

1. Permitted to develop By-laws
2. Permitted to submit annual work plan to the University Senate and Council before commencing a calendar year
3. Availability of a time slot for Director to report at the University Senate at every regular meeting

### 3. Empowering the IQAU (20%) (Cont.)

4. Director be permitted to circulate notices of meetings, workshops, seminars etc regarding quality assurance of State and Non State Universities
5. Director and Faculty Coordinators to conduct University and Faculty level awareness programs among staff members

### 3. Empowering the IQAU (20%) (Cont.)

6. Initiate and support preparation of SER for Institutional Reviews
7. Motivate Study Programs to prepare SERs for Program Reviews

