



**Internal Quality Assurance Cell**  
**Faculty of Allied Health Sciences**  
**University of Ruhuna**



**Terms of Reference**

## **Preamble**

Internal Quality Assurance Cell (IQAC) is the committee designed to ensure the total educational experience it offers is of highest quality at the Faculty of Allied Health Sciences (FAHS), University of Ruhuna.

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.

## **Vision of the IQAC - FAHS**

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

## **Mission of the IQAC – FAHS**

Continuous quality improvements in the fields of allied health sciences degree programmes and achieves standards of academic excellence through quality assurance mechanisms in terms of education, research and services

## **Principles of IQAC-FAHS**

The IQAC-FAHS shall commit to ensure that the total educational experience it offers is of highest quality, based on following principles:

1. Comply with all applicable statutory laws and regulations.
2. Continuous improvement of the effectiveness of the quality management systems.
3. Make best use of resources in all quality matters.
4. Review performance against the quality objectives regularly.
5. Institutionalize quality assurance practices to produce internationally recognized health care graduates with high professional standards.
6. Adopt a forward-looking view on future developments of allied health science higher education, which will positively impact on quality and demand for higher education.

### **Responsibilities of IQAC-FAHS**

1. The IQACs of the FAHS shall commit to establish and improve following 10 Criteria described in the policy guidelines through appropriate mechanisms.
  - a. Governance and Management
  - b. Curriculum Design and Development
  - c. Teaching and Learning
  - d. Learning Resources, Student Support and Progression
  - e. Student Assessment and Awards
  - f. Strength and Quality of the Staff
  - g. Postgraduate Studies, Research, Innovation and Commercialization
  - h. Community Engagement, Consultancy and Outreach Activities
  - i. Distance Education
  - j. Quality assurance
2. The IQACs shall commit to improve the quality standards of activities they involve with.
3. The IQAC shall be responsible for preparing the faculty for programme reviews conducted by the Quality Assurance Unit (CQA), coordinating the preparation of action plan in response to the programme review (PR) recommendations and the monitoring of the progress of the implementation of the action plan.
4. The IQAC shall submit recommendations to uplift the status of the faculty based on stakeholder feedbacks, public survey statistics and other information.
5. IQACs shall provide information requested by the CQA in order to operate its activities efficiently.
6. IQAC shall cooperate with the CQA in reviewing and monitoring the quality of academic programmes, research and services provided by faculties.

## **Members of IQAC**

The committee comprised of permanent academic staff members, the Dean and the Senior Assistant Registrar/Assistant Registrar of the FAHS. A suitable Chairperson shall be selected from among the IQAC members and be appointed by the Senate on the recommendation of the Faculty Board. Dean shall participate as ex-officio while the Senior Assistant Registrar/Assistant Registrar (SAR/AR) shall be the secretary of the IQAC.

1. Dean – Ex-officio
2. Senior Assistant Registrar/Assistant Registrar – Secretary
3. Chairperson (a senior academic staff member)
4. Immediate past chairperson of the IQAC
5. Current Heads of Departments
6. Immediate past heads of the Departments (if he/she is not willing to accept or not available at the faculty, a senior academic staff member from each department who has keen interest in maintaining the quality will be appointed instead) (one of them shall be the chairperson of the IQAC)
7. An academic staff member from each department who has a keen interest in maintaining quality,
8. Chairperson/Curriculum Development and Evaluation Committee of FAHS
9. Faculty Coordinator for English Programme
10. Deputy Senior Student Counselor of FAHS
11. Senior Assistant Librarian/Assistant Librarian/ of FAHS
12. Programmer cum Systems Analyst/Network Manager/Assistant Network Manager of FAHS

*\*Chairperson and all the other members are appointed by the Senate on the recommendation of Faculty Board of FAHS.*

## **Practices and Procedures of IQAC**

The IQAC shall call for a meeting on the 3<sup>rd</sup> Wednesday of each month. The IQAC shall meet at least ten times for each calendar year.

The meetings shall be called by the secretary after discussing with the Chairperson, five working days prior to the scheduled date.

The quorum shall be 50% of the membership.

The committee should keep minutes of its meetings, which are forwarded to the Faculty Board and then to the CQA for information.

The IQAC functions in the designated office premises located in the Faculty; “IQAC Office”. All documents pertaining to IQAC shall be retained at this office under the supervision of the secretary.

**Terms of office**

Terms of office for appointed members of IQAC shall be for three (03) years.