

Volume 2

Annex 2.1b: Mid-West University; Quality Assurance Committee (QAC); Operational Policy and Guidelines on Quality Assurance, (pp. 13-14).

MID-WEST UNIVERSITY

**POLICIES & GUIDELINES FOR INTERNAL QUALITY
ASSURANCE 2023**



**Mid-West University
Quality Assurance Council (QAC)
Birendranagar, Surkhet, Nepal**

Revised (February 2023)

provision of having in place a *Self-Assessment Team (SAT)* to function as an implementing unit of the institution.

4.2 University Level Quality Assurance Council (QAC)

To govern the overall university level institutional policies, governance and system practices pertaining to quality conformance and assurance, the University has a provision of forming an autonomous committee that constitutes of the University top-level officials under the provision of the Mid-West University Rules and Regulations 2012. Having a three-year working tenure, the membership composition of the committee shall be as follows:

- Vice-Chancellor: Chairperson (1)
- Registrar: Member (1)
- Deans: Members (All)
- Executive Directors: Members (All)
- Teacher Representative: Member (1)
- Chief of Examinations Management Office: Member (1)
- Executive Director, QAD Member Secretary (1)

The mandated duties and responsibilities of the QAC are as follows:

- a. Provide leadership and strategic direction in the process of internal quality conformance and assurance of the entire university system.
- b. Formulate policies on quality assurance and provide direction to the concerned sub-committees and any other task committees.
- c. Initiate institution-wide internal quality assurance and system covering all faculties, institutions, constituent and affiliated campuses and programs.
- d. Provide with high-level service and advice on quality assurance to the concerned faculties, institutions and program management teams for the achievement of the University objectives.
- e. Initiate effective monitoring, evaluation, accountability and learning (MEAL) inputs at the institutional and program level interventions.
- f. Hold regular meetings with faculties for the implementation of quality culture and internal QA processes.
- g. Provide institutional stewardship in the process of obtaining national and international accreditation of the University, its faculties or institutions and academic programs.
- h. Initiate nationally and internationally accredited higher and continuing education, research and innovation, and professional development programs.
- i. Take institutional ownership of the entire process outcomes of institution-wide quality initiatives.

- j. Undertake any other functions as requested or ordered by the Executive Council (EC) of the University as deemed necessary.
- k. Accept the report of quality (academic) audit.

For the purpose of accomplishing the institution's mission to internal quality assurance at different levels, there is a provision of having a three-member Internal Evaluation Team (IET) with following composition:

- 1. Team Coordinator: External QA expert with at least university professor level work experience having PhD (1)
- 2. Member: Internal QA Expert: Expert serving in QAD (1)
- 3. Member: Executive Director, QAD

4.3 Graduate School Level Quality Assurance Sub-Committee (QASC)

At Mid-West University, the graduate school level Quality Assurance Sub-Committee (QASC) is headed by the respective faculty dean. The committee consists of following membership with a three-year working tenure:

- Dean: QASC Coordinator (1)
- Representative of Subject Committee Chairs: Member (1)
- Representative of HOD/Campus Chief/Program Directors: Member (2)
- Industry Representative: Member (1)
- QAA Expert: Member (1)
- Senior Professor appointed by the QASC Coordinator: Member Secretary (1)

Following are the duties and responsibilities of the QASC:

- a. Maintain the quality standards in the respective faculty to meet the University objectives.
- b. Develop needful instruments required to assess the faculty or institution-wide level of delivered quality.
- c. Provide needful facilitation for the development of human resources (HR) and institutional system capacity leading quality management.
- d. Guide and hold control over the campus level committees pertaining to quality conformance and assurance.
- e. Approve Self-Study Report (SSR) preparation schedules, plan of action and budget for SRR preparation submitted by the campus level committees.
- f. Represent the University in different missions, events and programs pertaining to quality management.
- g. Facilitate the University Management Team to induce a culture of quality institutional development and administration.