

Volume 2

Annex 2.4b: Formation of SAT; Mid-West
University Quality Assurance Committee (QAC);
Policies & Guidelines for Internal Quality
Assurance 2023, (pp. 12-18).

MID-WEST UNIVERSITY

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



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

Revised (February 2023)

- j. Manage the office and day-to-day functional operations of the Equivalence Section as an integral function of quality assurance.
- k. Facilitate the QAA process of all the higher education institutions under the University and conduct their internal review when and as needed.
- l. Accomplish other works as deemed necessary from time to time.

The following are the duties and responsibilities of the Executive Director of Quality Assurance Directorate:

- a. Serve as the functional head of the Office of QAD.
- b. Perform as the de-facto Member Secretary in the QAC.
- c. Provide with functional leadership and effective coordination between QAC and rest of structural systems including QASC, IQAC, and SAT.
- d. Coordinate for establishing and implementing effective strategies, policies, plan of action and events related to quality assurance function of the university in line with the UGC QAA process.
- e. Promote University's national and international relations on its mission to transform delivered quality.
- f. Provide with effective leadership to empower lower level committees for their effective functioning.
- g. Maintain institutional resourcefulness and professional as well as system capacity to transform delivered quality within the University system.
- h. Appoint different experts and specialists required to accomplish the various tasks related to quality assurance and its documentation across the University system as and when needed or requested by the respective bodies.
- i. Accept the report of quality (academic) audit.
- j. Organize different conferences, workshops, study visit and other related events to promote a culture of universal quality in higher education.
- k. Execute other tasks related to QAA promotion as and when required or requested.

For the effective policy intervention, governance and management of quality assurance related affairs, Mid-West University has adopted a four-tier institutional system of quality compliance and assurance.

- a. *Quality Assurance Council (QAC)* serves as the apex body governing quality assurance and accreditation within the University.
- b. There is provision of having a *Quality Assurance Sub-Committee (QASC)* at faculty level with functional mandate to facilitate the function of quality assurance and accreditation across various institutions, constituent campuses or programs and affiliated institutions of the respective faculty.
- c. At campus or institution level, there is a provision for having an *IQAC* to undertake the overall responsibility of quality compliance and assurance.
- d. Finally, to undertake the responsibility of self-assessment of delivered quality of the respective central department/campus or institution-based programs, there is

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.

- d. Represent the respective Campus or Institution in the meetings of QAC to resolve various problems facing the University's mission of QA.
- e. Coordinate with the QAC and IQAC officials to maintain an updated roster of experts to be engaged in the process of internal and peer evaluation.
- f. Coordinate with QA Directorate and other committees as well as campuses and institutions in matters pertaining to quality assurance functions within the University system.
- g. Promote University's national and international relations on its mission to transform delivered quality.
- h. Provide with effective leadership to empower respective SAT and other sub-committees for their effective functioning.
- i. Maintain institutional resourcefulness, documentation and professional as well as system capacity to transform delivered quality within the University system.
- j. Provide with effective coordination to form needs-based sub-committees at campus or autonomous institution level.
- k. Execute other tasks related to QAA promotion as and when required or requested.

4.5 Institution Level Self-Assessment Team (SAT)

Self-Assessment Team (SAT) is formed at the central department/campus or institution level comprising of all academic programs run in individual campuses, irrespective of their institutional status. The team is composed of 3-5 members including a senior faculty member as the coordinator and other members with sound knowledge in documentation, report writing, editing, data analysis, public relations, communication, etc. Normally, the team has a working tenure of 2 years with following membership composition:

Senior Faculty Member: Coordinator (1)

Faculty Member (with specialization in research/data analyses): Member (1)

Faculty Member (with specialization in report writing presentation and communication): Member (1)

Note: The respective IQAC may include up to two additional members in the work team of SAT on need basis.

The expected duties and responsibilities of the SAT are as follows:

- a. Coordinate for the collection and analysis of data relating to the various aspects of the institution and its functions with reference to QAA criteria and indicators, and organize facts and results into a logical and cohesive manner to draft a self-study report (SSR).
- b. Prepare institution level SSR and make presentations to concerned authorities and stakeholders.
- c. Maintain official documentation of different matters pertaining to quality assurance at SAT level.

- d. Accomplish any other tasks assigned or requested by the QAC, QASC, QAD, or IQAC as deemed necessary.

4.6 Arrangement for Conduction of Meeting

The following arrangements have been provisioned for the conduction of Committee meetings at different levels of structural hierarchy:

QAC: As per requirement

QASC: Not exceeding 6 meetings per year

IQAC: Not exceeding 12 meetings per year

SAT: Not exceeding 12 meetings per year

4.7 Gaining Institutional Identity via Quality Assurance

Mid-West University firmly believes quality assurance system compliance as a driving instrument for achieving universal recognition of its institutional status as well as the global acceptance of the academic degrees.

4.7.1 Result after QAA

More specifically, QAA system compliance and successful accreditation will result in following outcomes:

- a. Improvement of University-wide culture, process climate and performance.
- b. Global recognition of the institution and its programs on offer.
- c. Increased level of stakeholder participation with shared ownership of the institutional system governance and operating processes.
- d. Increased level of graduate employability across the world.
- e. Higher rates of staff, students and teaching faculty retention with an increased level of loyalty.
- f. Improved level of industry recognition and acceptance of the University and its faculties, programs and graduates.

4.7.2 Measurement Benchmarks of Delivered Quality

For assessing the delivered quality, Mid-West University uses the criteria, benchmarks and indicators set by the HEQAAC, UGC Nepal. For the purpose of internal quality enhancement, the QAC shall further define more criteria, benchmarks and indicators as well.