

Volume 2

Annex 2.5c: policy Documentation; POLICIES  
& GUIDELINES FOR INTERNAL  
QUALITY ASSURANCE 2023,  
(P.14-16)

**MID-WEST UNIVERSITY**

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



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

**Revised (February 2023)**

- h. Prepare faculty level internal quality accreditation audit report and submit to the QAC.

Similarly, the Coordinator of QASC is responsible for the under-mentioned duties and responsibilities:

- a. Appoint the members of QASC as provisioned in **MU POLICIES & GUIDELINES FOR INTERNAL QUALITY ASSURANCE 2023**.
- b. Provide with effective coordination to promote functional liaison between QAC and IQAC.
- c. Provide with leadership and direction to IQAC to establish and implement its plan of action and budgeting of the QAA function.
- d. Represent the respective faculty 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 updated roster of experts to be engaged in the process of internal and peer evaluation.
- f. Promote the University's national and international relations on its mission to transform delivered quality.
- g. Coordinate with QAC, QA Directorate and other committees as well as institutions in matters pertaining to quality assurance functions within the University system.
- h. Provide with effective leadership to empower lower level 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. Execute other tasks related to QA promotion as and when required or requested.

#### **4.4 Institution Level Internal Quality Assurance Committee (IQAC)**

The Central Department/Campus or Institution Level Internal Quality Assurance Committee (IQAC) is a functional committee headed by the respective central department/campus or institution chief. The committee consists of following membership with a three-year working tenure:

- Head of the Institution: Coordinator (1)
- Teaching/Instruction Committee Representative: Member (1)
- Staff Representative: Member (1)
- Students Representative: Member (1)
- Local Industry Representative: Member (1)
- Parents Representatives: Member (1)
- SAT Coordinator: Member Secretary (1)

- 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.

Following are the duties and responsibilities of the IQAC:

- a. Maintain the quality standards in the respective higher education institutions (HEIs) to meet the University objectives; develop needful instruments required to assess the faculty or institution-wide level of delivered quality.
- b. Provide needful facilitation for the development of human resources (HR) and institutional system capacity leading quality management within the campus or institution.
- c. Guide and hold control over the campus level committees pertaining to quality conformance and assurance.
- d. Play active role in maintaining resources, technologies and processes to transform delivered quality within the campus or institution.
- e. Develop Self-Study Report (SSR) schedules, plan of action and budget for SRR preparation by the campus or institution level committees.
- f. Coordinate with higher level committees to facilitate institution-wide development and implementation of quality enhancement and certification activities.
- g. Initiate internal and external quality assurance and conformance research within the central department/campus or institution.
- h. Represent the central department/campus or institutions in different missions, events and programs pertaining to quality management.
- i. Facilitate the University Management Team to induce a culture of quality institutional development and administration.
- j. Organize different conferences, workshops, study visits and other research, innovation and publication related events to promote a culture of universal quality in higher education.
- k. Maintain official records of different matters pertaining to quality assurance function within the central department/ campus or institution.
- l. Facilitate the respective campuses and autonomous institutions to initiate the formation of needs-based sub-committees and provide them with required logistics support.
- m. Accomplish any other tasks assigned or requested by the respective QAC or QASC as deemed necessary.

The Coordinator of IQAC is responsible for the under-mentioned duties and responsibilities:

- a. Appoint the members of IQAC, SAT, or internal peer reviewers as provisioned in MU
- b. Provide with effective coordination to promote functional liaison between QA **POLICIES & GUIDELINES FOR INTERNAL QUALITY ASSURANCE 2023.**
- c. Provide with leadership and direction to IQAC to establish and implement its plan of action and budgeting of the QA function.