

UNIVERSITY OF PERADENIYA
FACULTY OF SCIENCE
FACULTY QUALITY ASSURANCE CELL (FQAC)

TERMS OF REFERENCE

Quality Assurance (QA) is the means by which an institution can guarantee with confidence and certainty, that the standard and quality of its educational provision are being monitored, maintained and enhanced.

FQAC has a broad mandate of coordinating all the quality assurance related activities within the faculty in liaison with the Internal Quality Assurance Unit (IQAU) of the University in line with the commission circular 04/2015. It also promotes measures for faculty level functioning towards quality enhancement through internalizing of best practices in academic, academic-related and administrative processes.

Activities

- FQAC establishes its own internal policies and procedures for quality assurance: including
 - (1) curriculum revision
 - (2) continuous improvement in programme delivery
 - (3) student assessment
 - (4) student and peer evaluation of teaching,
 - (5) monitoring of key performance indicators such as research output,
 - (6) develop operational procedures with respect to governance and management.
- FQAC arranges workshops, awareness programmes, seminars and training programmes to students, academic and non-academic staff members of the faculty to enhance the quality of the education.
- Preparation of survey forms to get feedback from students, staff, stakeholders, etc., related to quality assurance and based on the outcome of surveys FQAC shall submit recommendations to the Faculty Board to continuously improve the quality.
- The FQAC shall facilitate and promote the sharing of good practices followed in other faculties/institutes.
- The FQAC shall prepare QA-related guidelines, manuals and evaluation forms for the Faculty usage.

Meetings and reporting

FQAC shall meet once in two months, at least or depending on the need and report the progress to the IQAU of the university. As the Dean and the Coordinator are members of the Management Committee of the IQAU, information, internalized best practices, updates on review processes are shared at the IQAU management committee meetings.

Membership

Following are the members of the FQAC:

Dean / Faculty of Science

Coordinator appointed by the Faculty Board (FB)

Heads of the Departments

Coordinators/Chairpersons of Degree Programmes

Directors of Units and Cells

A member from each Department nominated by the FB

Coordinator/ English Language Teaching Unit

Assistant Registrar / Science

Assistant Bursar / Science