

Eastern University, Sri Lanka
Faculty of.....

QUARTER REPORT ON FQAC/IQAC PROGRESS

Reporting Period:

No.	Criterion	Description	Maximum Score	Self-Assessment
Section 1. Establishment of FQAC/ IQAC (10%)				
1.1	Appointment of a Coordinator for the FQAC/IQAC	Duties and Responsibilities; Method and Duration of Appointment	01	
1.2	Appointment of Members to the Committee of FQAC	Composition is defined as per the Operational Guidelines and By-Law of CQA of EUSL	01	
1.3	Availability of permanent office space for FQAC	Location Office Area	01	
1.4	Availability of furniture for FQAC	Minimum to be decided	01	
1.5	Availability of office equipment	Minimum to be decided	01	
1.6	Availability of communication facilities	Mobile, email, etc.	01	
1.7	Availability of support staff	Research Assistant Appointed to FQAC/ IQAC	01	
1.8	Mode of liaison of FQAC Coordinator with Director/CQA	Items to be reported to the Director/CQA	03	
	Subtotal		10	

Section 2. Institutionalization and Operationalization of IQAC (40%)				
2.1	Presence of FQAC related By-laws and Operational Guidelines/ Regulations	Developed and approved by the University Council Prepared and customized for the University's governance structure/organogram and specific implementation arrangements	04	
2.2	TOR for each position of IQAC is available	Defining of roles and responsibilities of IQAC Coordinators and the Research Assistants.	04	
2.3	A 5-year Strategic Plan for FQAC activities is available	Date of recommendation by the Faculty Board- Dates of approval by the Senate and Council Date of delivery at the CQA	06	
2.4	Action Plan of FQAC is available	Dates of submission to the Faculty Board and University Senate	04	
2.5	Annual Budget for FQAC activities is available	Incorporated in to the University's recurrent budget	02	
2.6	FQAC webpage is established on Faculty website and maintained	Regular updating is ensured	04	
2.7	Permanent agenda item in the Faculty Board meetings	Availability of a time slot for FQAC Coordinator to report at every regular meeting of the Faculty Board.	02	
2.8	Faculty QA strategy is presented to the entire Faculty members regularly.	Details of seminars conducted to staff (academic, administrative, non- academic and support staff) and students	06	
2.9	FQAC Coordinator is permitted to circulate notices of QA activities within the Faculty.	Details of circulated notices of meetings, workshops, seminars etc. regarding QA of other State and Non-state Universities and relevant external organizations	04	
2.10	Regular reporting mechanism is ensured.	Reports of the outcome of QA in the Faculty and the decisions of the CQA and SSCQA should be reported to the SSCQA and the faculty regularly.	04	
	Subtotal		40	

Section 3. Implementation of QA Mechanisms at Faculty Level (50%)				
3.1	FQAC initiates and supports study programmes to prepare SERs for Programme Reviews	Appointment of SER preparation teams by the Committee of FQAC; maintaining a repository of evidences for all standards; developing a timeline and progress template and monitoring progress of SER preparation; ensuring adherence to the Manual of PR for State Universities in Sri Lanka when preparing SER.	05	
3.2	FQAC assists the CQA to prepare SER for Institutional Review	Providing the available evidences for standards to the CQA repository; assisting in the SER preparation and during the site visit.	05	
3.3	FQAC provides necessary training on QA mechanisms to Faculty members in liaison with CQA and SDC	Information of training programmes and workshops conducted on QA mechanism in universities, preparation of SERs and carrying out internal and external PRs.	05	
3.4	FQAC motivates and supports study programmes to showcase best practices in QA.	Identifying and sharing best practices in QA among the study programmes; providing avenues to showcase the best practices.	05	
3.5	FQAC Motivates and supports for the curriculum revision regularly.	Identifying the period for the curriculum revision and initiate the activities to revise on time.	05	
3.6	FQAC reports quarterly progress to the Senate Standing Committee on QA of EUSL	Dates of submission of quarterly progress reports in the given Template. Adoption of innovative practices	05	
3.7	FQAC submits an annual report to the CQA	This should be according to the strategic plan developed by the IQAC.	03	
3.8	The Committee of FQAC conducts regular meetings	Setup year planner, invite members for meetings, keep minutes, and take necessary action on proceedings.	03	

3.9	FQAC assists manual preparation on QA aspects in Faculties	Topics for manual preparation could be reporting procedures of surveys, student feedback on courses and T-L process, peer evaluation, feedback on services by staff and students, etc.	04	
3.10	Reports of external and internal programme reviews, including student surveys, are made available to all staff and external stakeholders on the Faculty website	FQAC administers student surveys/feedback, stakeholder meeting proceedings and other such surveys and maintains a repository	05	
3.11	Monitor the PR and IR Recommendations	Preparation of the action Plan for the PR Recommendations and the relevant IR Recommendations and monitor the progress regularly and report to the CQA.	05	
	Subtotal		50	
	Total for Sections 1, 2 and 3		100	

Name of FQAC Coordinator:

Signature of FQAC Coordinator:

Date: