



KUSOED

IQAC Guidelines

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2022

Kathmandu University School of Education  
Hattiban, Lalitpur, Nepal

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## Introduction

The need for quality assurance in the higher education system has gained prominence globally and can motivate institutions to strive for excellence in the field. Towards this direction, universities and institutions of higher education in Nepal are looking up to the University Grants Commission (UGC) guidelines. In fact, the UGC has been working to continually implement policies that will help raise the standard of higher education. The Commission awards the accreditation to the campuses after successfully completing the Quality Assurance and Accreditation (QAA) process. This process encompasses the detailed evaluation of the campus against the eight different criteria, benchmarks of policy and procedures, curricular aspects, teaching-learning and evaluation, research, consultancy and extension, infrastructure and learning resources, student support and guidance, information system, and public information.

Following UGC Guidelines (Directives for Internal Quality Assurance of Higher Education Institutions, 2020, aka IQAC Directives, 2020), the **KUSOED IQAC Guidelines** have been developed at Kathmandu University School of Education. The guidelines also align with KUSOED Academic Audit Guidelines 2022 towards maintaining the academic standards of the courses, programs, and services offered by KUSOED.

The KUSOED IQAC aims to strengthen the academic cum administrative quality audit processes at KUSOED, maintaining its programs' quality and rigor and internalizing quality culture and best practices.

## Formation of the Committee

The IQAC Directives, 2020 (Article 2.1.1) assists each institute of higher learning to enhance the overall quality of higher education. By establishing a credible system, adopting quality standards as a culture, and institutionalizing best practices, each university can establish an internal quality assurance committee to maintain the required quality standards of the university's educational/intellectual, research, and administrative functions. The Directive has set IQAC as a central mechanism of quality management. Following this, KUSOED IQAC will be formed as follows:

1. Head of the Committee, Dean/Senior Professor
2. Members,
  1. Associate Dean – 2
  2. Faculty representative - 1 (Asst./Assoc. Prof).
  3. Student Welfare Council member – 1
  4. Staff representative – 1
  5. SAT Coordinator – 1 (Member Secretary)

## **Proceedings**

### **Secretariat**

There will be a Secretariat of the Committee at the KUSOED premises. It will serve as the office of the Committee. The secretariat will be equipped with physical infrastructure and have necessary operational budgets. The KUSOED IQAC will have its separate webpage under KUSOED main page.

### **Term of Office**

The term of its members will be of four years. The membership will be valid if the member remains in the same profile while nominated. If their status is changed, their membership will automatically be terminated.

### **Meetings and Procedures**

The Committee convenes regular meetings and other related procedures at least once a month. The Head of the Committee will chair the meeting. In the Head's absence, the senior-most member in the Head's approval will chair the meeting.

### **Minutes**

The Member Secretary will maintain the meeting minutes, which will be verified by the joint signature of the Chair and the Member Secretary.

### **Allowance**

The allowance and facilities of the IQAC members will be as per the institutional rules.

### **Invitees in Meetings**

The Chair of IQAC may invite any expert, professor, staff, student representative or any other person based on the need and relevance in KUSOED IQAC meetings.

## **Duties and Responsibilities of the Committee**

As outlined in the Directive, the major functions, duties, rights, and responsibilities of the IQAC will be as follows:

- a. Assure the quality - educational/ academic, research, and administrative in reference to the criteria, benchmarks, and indicators set by UGC/HEQAAC, and adopt best practices of Academia abroad,
- b. Implement the provision of regular internal academic audits and periodic external academic audits [coordinate with 'Academic Audit' and 'SAT' teams]. Also, encourage affiliated programs

and colleges to conduct academic audits - internal (regularly) and university as well as external (periodically). Also, monitor the quality measures of the affiliated programs and colleges.

c. Take full responsibility for the process of UGC QAA, including preparation, submission, and response to the LoI, SSR, and PRT as appropriate,

d) Conduct 'Quality Gap Analysis' regularly and based on it, plan and implement activities for further improvement. For this, develop guidelines for academic audit and facilitate to conduct internal and external academic audit of the School periodically.

e. Activate and monitor different quality management cells, agencies, or units (e.g., the nodal agency, IEMIS) at the School and its affiliated colleges.

f) Prepare and submit the annual report comprising the progress of the quality improvement action plan and best practices to the UGC/HEQAAC within three months of the close of the fiscal year.

g) Conduct orientation/ sensitization programs (to faculty/staff affiliated colleges) regularly to make each program, department, and official aware of the overall QAA process and requirements to complete in each defined stage.

h) Establish and develop networking with the international agencies related to academic audit and QAA.

i) Prepare and facilitate to implement professional ethics and code of conduct for the stakeholders.

j) Take other necessary and emergent actions, especially complying with the directives of the HEQAAC under UGC Nepal.

### **Miscellaneous**

#### **Deemed As Per This Guidelines**

The particulars in this guideline will be as are (according to this guideline). Other related tasks (Departmental and Institutional Academic Audits) done before the promulgation of this guideline will also be considered to have been done as per these guidelines.

#### **Reflected in the Organogram**

IQAC (including its secretariat) is a school-wide quality related permanent structure and thus will be reflected (included) in the official organogram of the School.

#### **Right to Explain and Release Any Barriers**

The right to make the final explanation of this guideline will rest on KUSOED. The right to release any barriers incurred during this guideline's implementation will also rest on KUSOED.