



**Quality Assurance Policy
of
Faculty of Medicine
University of Ruhuna**

**Prepared by
Internal Quality Assurance Cell
Faculty of Medicine
University of Ruhuna**

This policy is concurrence with University of Ruhuna Quality Assurance By-laws

The policy document was prepared by the sub committee appointed by the Faculty Board consisted of

Snr. Prof. Lakmini Mudduwa

Prof. Sampath Gunawardena (Head, Medical Education and Staff Development Unit)

Prof. Sudheera Jayasinghe (Chairperson/ IQAC)

The document was approved by the Council of the University of Ruhuna (UoR) in theth Council meeting held on, on the recommendation of

Senate	-	30 th March 2022
CQA, UoR	-	03 rd March 2022
Faculty Board, FoM	-	09 th February 2022
IQAC, FoM	-	27 th January 2022

Quality Assurance Policy of Faculty of Medicine, University of Ruhuna

1. Introduction

This document outlines the key aspects of the internal quality assurance approach of the Faculty of Medicine (FoM), University of Ruhuna (UoR) in compliance with the Commission Circular No. 04/2015 issued by the University Grants Commission (UGC) on 05th May 2015.

The main purpose of quality assurance (QA) is to ensure the quality of functions and processes of the FoM within a non-threatening environment.

The information gathered for QA purposes shall not be used for initiation or action on granting increment in salary or any punitive actions.

2. Aims

The aims of the Internal Quality Assurance Cell (IQAC) of the FoM is given below, which is developed in line with the policy framework by the Quality Assurance Council (QAC) of UGC.

- (a) To assure the quality of the provision of education at the FoM, UoR while upholding creativeness, diversity and ethical standards in accomplishing the task
- (b) To support sustainable quality enhancement within the Faculty leading to a quality culture
- (c) To present a clear and comprehensive profile for QA, based on self-review and SWOT analysis of its study programme, thus enabling continuous self-improvement. As prescribed in the Quality Assurance Manual for Sri Lankan Universities, the areas of particular importance for IQAC in FoM, UoR include the following:
 - Policy and procedures of providing higher education
 - Periodic review of the programme and awards
 - Teaching, learning and assessment of undergraduate students
 - Continuing medical education and continuous professional development of the academic staff

- Continuous staff development of administrative, academic supportive and non-academic staff
- Learning resources and student support
- Management Information Systems (MIS)
- Research and service functions*
- Information to the public*

*The areas that will be included, when permanent carder for IQAC is available.

3. Internal Quality Assurance Cell (IQAC) of the Faculty

The IQAC of the FoM is responsible for the QA of the FoM, UoR. It coordinates the QA activities of the Faculty, promote and share of good practices and facilitates external quality assessment. It is responsible for liaising with the Center for Quality Assurance (CQA) of UoR.

Composition, responsibilities and functions, meetings and reporting mechanism of the IQAC are given below.

3.1 Composition of the IQAC

- a) Chairperson
- b) Head/ nominee from all the Departments
- c) Deputy Senior Student Counselor
- d) Senate appointed members
 - Heads of UGC approved Units (Medical Education and Staff Development Unit, Nuclear Medicine Unit and Filariasis Research, Training and Service Unit)
 - Chairperson, Curriculum Revision Committee (CRC)
 - Convener, Curriculum Development and Evaluation Committee (CD & EC)
 - Clinical coordinator
 - Head/ IT Unit
 - Senior Assistant Bursar (SAB)
 - Senior Assistant Librarian (SAL)
 - Academic warden

- University Medical Officer Designate
 - Supervisor/ Maintenance Unit
- e) Senior Assistant Registrar (SAR) as a Co-secretary®.

® Other Co-secretary shall be appointed by the IQAC

3.2 Responsibilities and functions of the IQAC

The IQAC of the FoM is responsible for developing guidelines relating to the quality assurance activities of the Faculty and overseeing the implementation of such activities.

- The IQAC shall commit to carry out QA activities according to the criteria described in the Internal Quality Assurance By-Law of the UoR at the Faculty level through appropriate mechanisms.
- The IQAC shall be responsible for preparing the Faculty for programme reviews conducted by the Quality Assurance Council of the UGC and implementation of its recommendations.
- The IQAC shall submit recommendations to the Faculty Board and to the CQA to uplift the status of the Faculty, based on stakeholder feedback, public surveys statistics and other information.
- IQAC shall provide information requested by the CQA in order to operate CQA activities efficiently.
- IQAC shall cooperate with the CQA in reviewing and monitoring the quality of academic programme, teaching-learning environment, student welfare, research and service functions provided by the Faculty.

In order to accomplish the above, IQAC shall perform the following:

- Conduct Faculty level workshops and awareness programmes for all categories of staff members to prepare the Faculty for Programme Review (PR) process
- Initiate preparation of self-evaluation report (SER) for PR.
- Coordinate and monitor feedback from stakeholders
- Yearly analysis of QA activities carried out by the Faculty

- Providing feedback on QA activities to the stakeholders (students, academic and non-academic staff)
- Monitoring of follow-up actions taken based on the feedback
- Maintaining and monitoring comparative data on student performance

3.3 Meetings and reporting procedure of the IQAC

The IQAC shall conduct a minimum of 10 meetings per year and report the progress of its activities to the Faculty Board on a monthly basis, which will be subsequently reported to the CQA.

4. Information and data collected under QA activities

IQAC has to abide by ethical standards in collection and dissemination of data and utilization of collected information as secondary data.

IQAC has to collect only the data required for QA purposes and the collected data has to be maintained confidentially under the Chairperson/IQAC. The data shall be kept for a minimum period of 10 years.