



General Sir John Kotelawala Defence University
Faculty of Medicine (FOM)

Terms of Reference (TOR) for
Internal Quality Assurance Cell (IQAC) of FOM

1. Introduction

The Internal Quality Assurance Cell (IQAC) of the Faculty of Medicine (FOM) of the General Sir John Kotelawala Defence University (KDU) has been established by the Faculty of Medicine to develop Internal Quality Assurance (IQA) procedures in compliance with Circular No. 09/2019 of the University Grants Commission. This document outlines the purpose, composition, function and reporting requirements of the IQAC of FOM with the objective of serving as a guideline for the operation of the IQAC.

2. Purpose

The Internal Quality Assurance Cell (IQAC) of the Faculty of Medicine has been established to create an environment and internal culture that will enable continuous improvement of quality of all academic, academic support and administrative activities within the Faculty of Medicine. The prime objective of IQAC is to establish a system of quality assurance based on the principles of good governance in order to ensure that the academic programmes offered and planned by FOM conform to the national and university level educational standards, so that they maintain the desired level of quality to fulfil the expectations of the stakeholders.

3. Terms of Reference:

- 1) Liaise with Dean of the Faculty and the Centre for Quality Assurance (CQA) of the KDU and other external quality assurance agencies as well as relevant international agencies in facilitating activities related to quality assurance.
- 2) Promote and coordinate all quality assurance related activities within the faculty through appropriate means and facilitation of the good practices at interdepartmental level and report to the Faculty Board.
- 3) Develop internal QA policies and standard operational procedures necessary for the Faculty of Medicine.
- 4) Represent the Faculty of Medicine (FOM) at KDU Senate Standing Committee for Quality Assurance (SSCQA).
- 5) Facilitate the administration of student surveys and feedback, peer evaluation, stakeholder meeting proceedings and other surveys and collate and analyze the data from the same.
- 6) Devise and suggest additional QA measures or changes to the existing measures based on the data collected on various QA indicators such as peer feedback, student feedback and external reviews.
- 7) Ensure that graduate feedback on degree programmes through exit survey and course satisfaction is obtained.
- 8) Support the faculty to prepare for external QA Institutional Reviews (IRs), and in meeting accreditation requirements.
- 9) Monitor the implementation of follow-up actions recommended in Faculty/ programme/ subject review reports.

- 10) Offer guidance and assistance to departments of study in defining programme objectives and outcomes, graduate profiles and course curricula which are in accordance with national reference points such as Sri Lanka Qualifications Framework and Subject Benchmark Statements.
- 11) Liaise with the Curriculum Development and Evaluation Committee (CD &EC) of the faculty ensure that the due processes in curriculum revision and curriculum development policy are adhered to.
- 12) Offer guidance in new programme development and curriculum development at the FOM.
- 13) Organize workshops and seminars on quality related themes and facilitate internalization of the quality culture.
- 14) Attend to any other matters relating to the main functions of IQAC.

The IQAC of the Faculty holds the key responsibility of organizing, administering and supporting all matters related to the Quality Assurance aspects of the faculty. It is the responsibility of the IQAC of the Faculty to take all measures to ensure that the education provision of and the standard of awards made in the name of the academic programmes are maintained and improved to fulfill the expectations of the stakeholders.

4. Composition of IQAC

This committee is comprised of the following members:

- (i). Dean, Faculty of Medicine (ex-officio)
- (ii). Coordinator, IQAC FOM
- (iii). Heads of Departments (ex-officio)
- (iv). A representative from each department
- (v). Chairperson, Curriculum Development Committee (ex-officio)
- (vi). Chairperson, Faculty Research Cell (ex-officio)
- (vii). Clinical Coordinator (ex-officio)
- (viii). Academic member of the faculty who will act as the Convener

Any other relevant person/s shall be invited to attend a specific committee meeting as required.

The Coordinator shall be the Chairperson of this committee. In the absence of the Coordinator, the Dean will chair the meeting. The Convener, IQAC shall serve as the Secretary of the Committee.

* Considering the type of activities that should be undertaken by the IQAC, it is required to appoint a responsible senior-level member from each Department to oversee and guide its QA activities.

5. Operation of the IQAC

i. Meetings

The committee shall meet every two months on the last Wednesday of the second month or otherwise as required. The committee may also consider matters by correspondence.

ii. Term of Office

Except those appointed in an ex-officio capacity, term of office of appointed members of this committee will be two (02) years.

iii. The Quorum of the Meeting

At least 50% of the IQAC members needs to be present to conduct a meeting.

iv. Reporting

The IQAC will submit the minutes of all IQAC meetings to the Faculty Board, and the IQAC activities will be reported under an agenda item regarding the progress of its activities. The IQAC could report either on all these activities or some selected activities based on the manner in which they are being carried out during the period. It is recommended to send a copy of the report on IQAC activities to the CQA of the University on a regular basis, to keep it aware of the developments taking place at faculty level.