

TERMS OF REFERENCE FOR THE REVIEWERS

Background

The Minister subject to the provision of Sec. 70 C of the University Act No.16 of 1978 may recognize any Institution as a Degree Awarding Institute. In this regard the Specified Authority has been appointed by the Hon. Minister of Higher Education, Technology and Innovation under Sec.70 B of the above said Act. The Specified Authority has published a set of rules as Specified Authority (Powers relating to Recognition of Institutes as Degree Awarding Institutes) Rules No. 1 of 2013. Further as per the Above Rule Specified Authority is empowered to appoint Institutional Review Panel and Programme Review Panel for the purpose of recognition.

01] *Scope of the Review Panel:*

The Review Panel has to give its recommendation on the followings;

- (i) The appropriateness and the capacity of the referred Non-State Higher Education Institute in order to consider to grant Degree Awarding Status to offer the said degree programme.
- (ii) The appropriateness and suitability of enrolling students through credit exemption (The approved level of entry qualification and the validation of the entry qualification should be clearly specified)
- (iii) The availability of resources and facilities made available specific to the proposed study programme, at the time of review.
- (iv) Feedback from students, already enrolled at the institute for different level of programme

02] *Composition of Review Panel:*

The Review Panel consists members including Chairperson. The panel has to furnish a collective report at any stage of review.

03] *Review Process:*

The review process includes first review and second or subsequent reviews as prescribed below;

(a) First Review:

- (i) The Review Panel has to review the Self Evaluated Proposal furnished by the applicant institute. It is mandatory that Panel has to have site visit to the applicant institute where the study programme is intended to be offered.
- (ii) In case if the review panel in-view that any institute does not comply with the requirements, such findings and recommendation should be included in the Review Report.
- (iii) The Review Report has to be submitted to the Specified Authority within the prescribed period given by the Specified Authority.
- (iv) During the first review the applicant institutions will be allowed to submit compliance with the matters referred by the review panel in the Review Report.
- (v) The Review Panel has to evaluate the first compliance and submit Compliance Confirmation Report to the Specified Authority.
- (vi) The above tasks will be considered as first review and an honorarium will be paid for this task.

(b) Second or subsequent reviews:

- (i) If any institute is found not complying, after the first review based on the evaluation criteria, the respective institute is allowed to submit further Compliance/s subject to additional Payment/s.
- (ii) Accordingly the Review Panel will be requested to review the compliance and a report on Compliance Confirmation to be submitted to the Specified Authority within the prescribed period given by the Specified Authority.
- (iii) The above task will be considered as second or subsequent reviews.

04] *Presenting the Report to SCAQA:*

The Chairperson of the Review Panel is responsible to present the final report to the Standing Committee on Accreditation and Quality Assurance (SCAQA) when the report is table for the committee meetings.

05] *Payment of Honorarium:*

Reviewers are eligible for payment of honorarium for the first review and second or subsequent reviews according to the prevailing rules, regulations and circulars.

06] *Review Guidelines:*

The entire review process in an Institutional Review and Programme Review would be conducted according to the Specified Authority Rule No. 01 of 2013, published by the Specified Authority in the Extraordinary Gazette No.1824/21 of 22nd August 2013.

07] *Settlement of Disputes:*

Any dispute arising and which may derive from this terms of reference shall be settled amicable by mutual consultation dialogue through direct communication between the two parties. No legal recourse shall be made.

08] *Maintaining Confidentiality:*

The self-evaluated proposal and all other documents are furnished by the third party (NSHEIs) to the Ministry for the purpose of review. Therefore Ministry has the responsibility to maintain confidentiality of these documents. Likewise the Review Panels also bound to maintain confidentiality. Hence the self-evaluated proposal, documents and any other evidence provided to the Review Panel for desk review and the findings of the site visit have to be used only for the purpose of review and shall not be used for any other purpose by the review panel collectively or individually.