

TERMS AND CONDITIONS FOR THE REVIEWERS

Issued to –
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Background

The Minister subject to the provision of Sec. 70 C of the Universities 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 in charge for the subject of Higher Education 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 rules, Specified Authority is empowered to appoint an Institutional Review Panel for the purpose of recognition.

01] Scope of the Review Panel:

The Institutional Review Panel has to give its recommendation on the following;

- (i) The appropriateness and the capacity of the referred Non-State Higher Education Institute in order to be considered for recognition as a Degree Awarding Institute to offer degree programmes as per Schedule I of the Specified Authority Rules.
- (ii) The appropriateness of structure of the governance in par with a Higher Education Institute.
- (iii) The sustainability of the institute to function as a Degree Awarding Institute.
- (iv) The availability of resources and facilities made available specific or proposed study programme, at the time of review.
- (v) Feedback from students, already enrolled at the institute for different level of programme on common amenities.

02] Composition of Review Panel:

The Review Panel consists of **Five (05)** members including the Chairperson.

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 for the Panel to visit the applicant institute where the study programme is intended to be offered.
- (ii) In case the review panel is of the 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 two (02) months from the date of assignment of the task to the Panel.
- (iv) During the first review the applicant institution/s 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 within 2 months from the date of forwarding such evidence of compliance to the Panel.
- (vi) The above tasks will be considered as first review and an honorarium will be paid for this task.
- (vii) Panel may be requested to provide further recommendations by the Specified Authority as the circumstances arise.

(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 two (02) months.
- (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 tabled for the committee meetings. (SCAQA meetings are scheduled once in every month)

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.

Honorarium payable for the first review:

Chairperson	-	80,000.00
Member	-	70,000.00

For the delays of submission 5% of total amount will be deducted for each month.

Honorarium payable for the Second time or subsequent review:

Chairperson	-	60,000.00
Member	-	50,000.00

For the delays of submission 2% of total amount will be deducted for each month.

06] Review Guidelines:

The entire review process of 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. The reporting format is attached hereto.

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 Panel is 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.

I hereby acknowledge that I have read and agree to the terms of reference set forth above.

Signature

Date.....

Name: