

**TERMS AND CONDITIONS FOR THE REVIEWERS
PROGRAMME REVIEW**

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 Higher Education 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 Rule, Specified Authority is empowered to appoint Institutional Review Panel and Programme (Subject) Review Panel for the purpose of recognition of Degree Awarding Institutes and degree Programme to be offered by the recognized institute.

01] Scope of the Review Panel:

The Programme (Subject) Review Panel has to give its recommendation on the followings;

- (i) The appropriateness and the capacity of the referred Non-State Higher Education Institute to offer the said degree programme in accordance with Schedule II of the Specified Authority Rules.
- (ii) The availability of resources and facilities made available specific to the proposed study programme, at the time of review.
- (iii) Feedback from students, already enrolled at the institute for different level of programme

02] Composition of Review Panel:

The Review Panel consists three (03) 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 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 Panel.
- (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 a detailed Compliance Confirmation Report prepared as per the provided guidelines to the Specified Authority within two (02) months from the date of forwarding such compliance.
- (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 table for the committee meetings. (SCAQA meetings are schedule 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. The payment is lump sum fee inclusive of travel and incidental expenses. If the report is not submitted within the stipulated period a delay payment will be charged for the excess days taken to submit report on basis of 5% of the payment per month.

Honorarium payable for the first programme review:

Chairperson – Rs. 120,000/-

Member – Rs. 100,000/-

Honorarium payable for the Second time or subsequent review:

Chairperson – Rs. 60,000/-

Member – Rs. 50,000/-

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

06] Review Guidelines:

The entire review process of Programme Review shall 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 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.

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

Signature:

Date:

Name: