


University Grants Commission
Curriculum for Post of Quality Assurance and Accreditation (QAA) Officer
(Officer Level, III class)

Examination Process Outline

Question No and Marks	Examination System	Time	Marks	
			Full Marks	Pass Marks
10*10	Subjective	3 Hours	100	40

Course Outline

1. **Quality Management in Higher Education**
Concept of quality; Purpose and principles of quality management; Reasons for growing concern for quality in higher education; Systemic view of quality; Total quality management (TQM); TQM tools; Concept, purpose and process of quality audit and control system in higher education.
2. **Quality Assurance and Accreditation in Nepal**
Concept and purpose of quality assessment; Concept and objectives of QAA; Eligibility for participation in the QAA process; Institutional arrangements for QAA system in Nepal; Implications of QAA system for higher education; Globalization of education and QAA.
3. **Quality Assessment and Accreditation Process in Nepal**
Institutional arrangement and QAA process in UGC and in participating institution; Self-appraisal process and Self Study Report; Roles and responsibilities of the Peer Review Team (PRT); Peer review process; Methods of quality assurance and assessment; Role of Quality Assurance and Accreditation Committee (QAAC); Expected outcomes of the QAA system.
4. **Quality Assessment Criteria and Mechanisms in Nepal**
Quality assessment framework of QAA System; Criteria and core indicators of quality assessment; Best practices and benchmarking; QAA criteria, Weightage and benchmark.
5. **Professional Councils in Nepal**
An overview of professional councils in Nepal - their roles in quality assurance in their respective fields, criteria of quality assessment adopted by the professional councils; Relation of Higher Education QAA System with professional councils; Participation of professional councils in QAA system; Existing problems and future courses of action.
6. **QAA related Plans, Policies and Rules in Nepal**
Regulatory framework for QAA system; Existing plans, policies and programs regarding QAA; Scope and limitation of the existing regulatory framework and policies; Areas of improvement.

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7. **Implementation of QAA system in Nepal**
Structure of QAA system; Supervision and monitoring; Follow-up procedures; Periodic reviews; Performance evaluation criteria and practices; Report preparation; Existing difficulties and needed areas of reforms.
8. **International Practices**
Washington Accord; European practices; ISO 9001:2000 for educational institutions; Grading system; Asia-Pacific quality network; Nepal's networking and bilateral relations; Emerging issues and trends in international QAA practices.
9. **Stakeholders and Networking**
Concept and importance of stakeholders' networking; Awareness building activities of QAA for stakeholders; Promotional activities; MIS system for information sharing with stakeholders; Networking with related national and international institutions.
10. **Role and Responsibilities of QAA Division of UGC and QAA Officer**
Structural arrangements for QAA Division and its roles, responsibilities and accountability; Roles, responsibilities and accountability of QAA Officer; Evaluation of the existing administrative and structural system of QAA Division; Short-term and long-term plans of QAA Division; Status of implementation of these plans; Major areas of weaknesses in plan implementation.

Mark distribution for each area

S.N.	Areas	Marks Allocated
1.	Quality Management in Higher Education	10
2.	Quality Assurance and Accreditation in Nepal	10
3.	Quality Assessment and Accreditation Process in Nepal	10
4.	Quality Assessment Criteria and Mechanisms in Nepal	10
5.	Professional Councils in Nepal	10
6.	QAA related Plans, Policies and Rules in Nepal	10
7.	Implementation of QAA system in Nepal	10
8.	International Practices	10
9.	Stakeholders and Networking	10
10.	Role and Responsibilities of QAA Division of UGC and QAA Officer	10
Total		100

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