

AIMS COLLEGE OF BUSINESS AND IT
(PVT) LTD

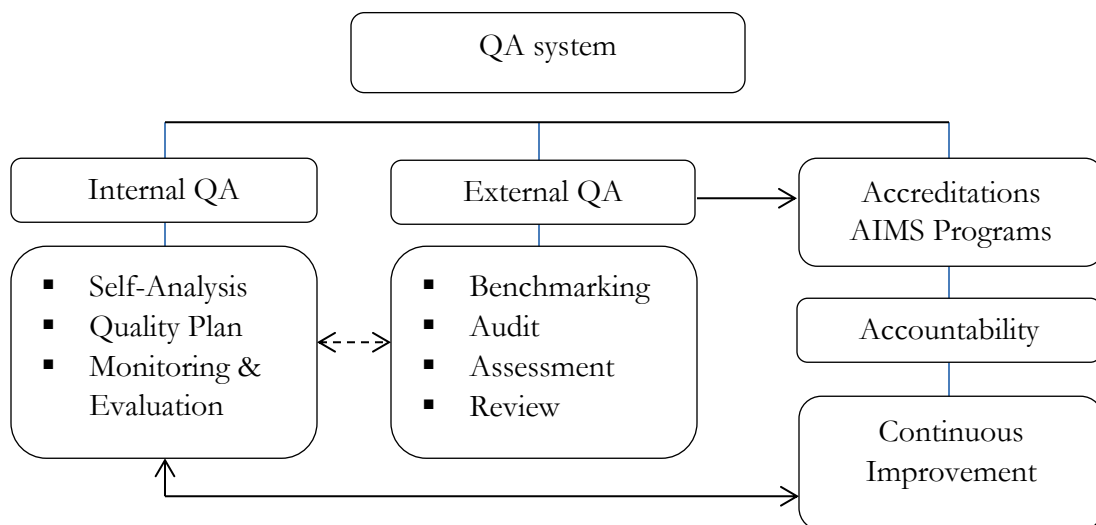
INTERNAL QUALITY ASSURANCE POLICY



1. Objective of the Policy

- Make sure internal quality assurance as per SLFQ (Sri Lanka Qualifications Framework) Certificates Courses, Diplomas, higher diplomas, Bachelor degrees, Honors Bachelor's Degrees, Postgraduate Certificate, Postgraduate Diplomas, Master's Degree with Course Work, Master's Degrees, Master of Philosophy Degrees, and Doctoral Degree.
- Get approvals, monitor and review programmers periodically and create solid base for awarding of the above qualifications.
- To maintain assessment regulations and mechanism
- Curriculum change as per local and international standards
- To develop more learning resources and create support for students
- Public confidence and information
- To ensure continuous improvement in the entire operations of the AIMS
- Create public confidence and information
- Create external profile of AIMS
- Recruitment, reward and development of teaching staff
- Integrate research activity and infrastructure
- To encourage the development of quality systems and ensure quality compliance
- To assure stakeholders in higher education, especially parents, teachers, and staff, as well as employers, funding agencies, and society in general, of the institution's quality and integrity.

2. Quality Assurance framework

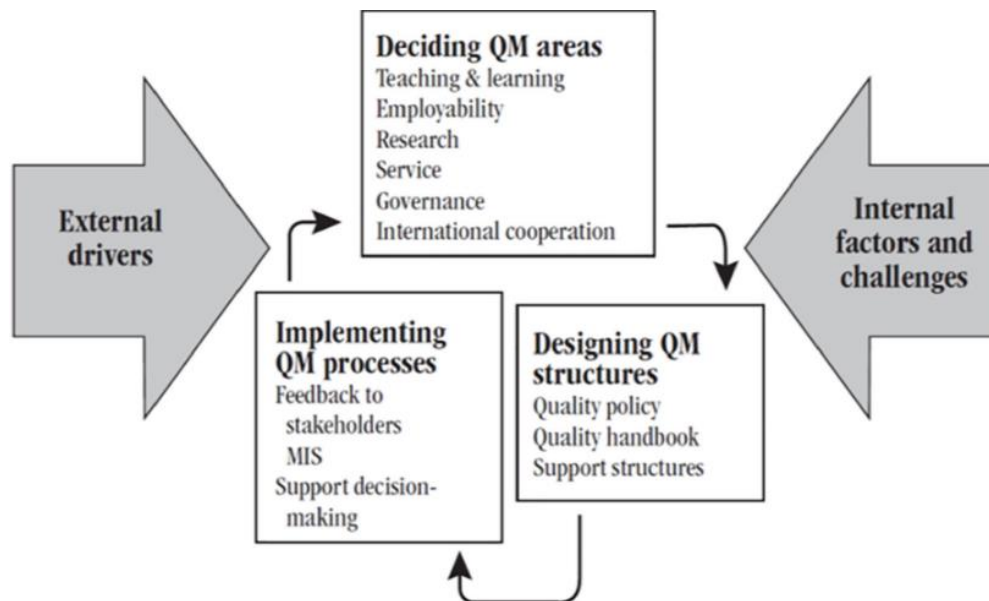


3. Types of Quality Assurance method applied by AIMS

1. Codes of best practices
2. Subjects benchmarking
3. Follow checklist for Accreditations
4. Process Review
5. Accreditations received
6. Qualification framework
7. External Assessments
8. Curriculum review
9. Peer observation/review
10. Students feedbacks
11. Internal QA committee review

4. Determination of Quality

AIMS Determines QA based two key drivers both internal factors & challengers arise and external drivers the following diagram illustrate way how deciding the QM areas, designing of QM structure and implementing QM processes.



AIMS follow quality policy and support structure to make sure quality assurance of educational programs carried out. Further, quality handbook development system begins when some programs are getting mature. Hence, AIMS follows the PDCA cycle to improve QA systems.

PDCA Cycle	Description
Plan	<p>Identifies quality challenges to overcome from the perspective of AIMS. This always taking as an opportunity to grow and improve the QA and its systems. Here state the following key determinants.</p> <ol style="list-style-type: none"> 1. Setting objective of each QA program 2. State KPI (Success matrix) 3. Expected outcomes/deliverables 4. Determine stakeholders 5. Timeline 6. Risk/constraints
Do	<p>QA committee members, lectures and AIMS staff incorporate the ideas to improve quality of AIMS programs. Here identify and test selected effective QA methods to be implemented to get quality outcomes of each program.</p>
Check	<p>In this stage QA committee member, lectures and AIMS staff review/check the success of tested QA applications or systems.</p>
Action	<p>All QA implementers take action according to the insights it gained after analyzing its experiment. Then start it to implement in micro level to reach broad level.</p>

5. QA indicators

AIMS measures the QA based on the following indicators

- Staff numbers
- Effective student counseling

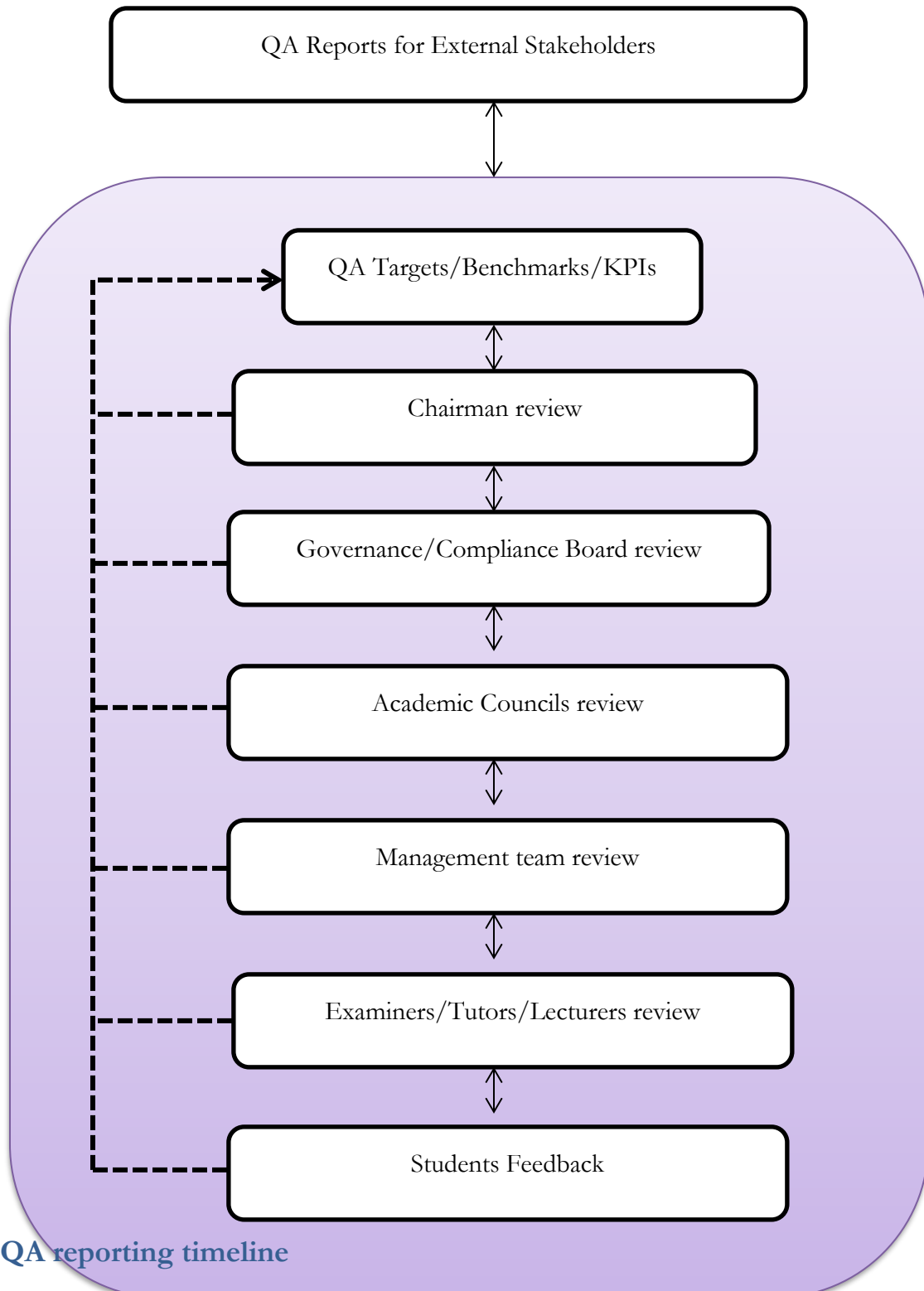
- Drop-out rates
- Student numbers
- Student-staff ratio
- Student satisfaction
- Admission and enrolment data
- Graduation rate
- ECTS (European credit system data)/efficiency
- SLQF (Sri Lanka Qualification Framework) credit system
- Time to graduation
- Graduate employment rate
- Student mobility
- Staff mobility
- Staff publications
- Funding data (availability finance/directing for sources of funds)
- Teaching hours
- Student support
- Size, facilities and resources
- Academic achievement/grades

6. Benchmarking practices for QA

AIMS is following benchmarking practices to improve QA policy and process.

1. International Benchmarking : World Universities ranking systems
2. National Benchmarking : Sri Lanka Universities ranking systems
3. Strategic benchmarking
4. Competitive benchmarking
5. Process benchmarking
6. Departments benchmarking

7. QA reporting



8. QA reporting timeline

The reviewing process and progress evaluated based on the following time intervals

1. Weekly

2. Monthly
3. Quarterly
4. Bi-annual
5. Annually

9. Reference

1. QA Handbook for Sri Lankan Universities – 2002
2. SLQF – Sri Lanka Qualification Framework
3. QA manuals/practices of State universities
4. Internal QA of Sri Lankan Universities – 2013
5. International universities QA practices