

**Faculty QA Action Plan Monitoring Form for 2018**

**Faculty: Education**

**Reporting date: 28<sup>th</sup> August 2018**

Activity No	Action/Activity	Progress			Progress achieved since the previous report	Observations and Comments
		STE	SNE	ECPE		
	<b>Course Evaluation</b>					
01	Evaluation of 2 courses of each academic programme delivered by the respective Department within the Academic year	Not started	Not started	Not started	Not started yet	Evaluation of courses is not yet started
02	Revision of at least one course of each academic programme delivered by the respective Department within the Academic year	In progress	In progress	In progress	STE- 5% SNE-5% ECPE-10%	<b>STE-</b> Six (06) compulsory courses and one (01) optional course of PGDE programme are revising  <b>SNE</b> -Five (05) lessons of PGDE (SNE) were completed and one lesson is still revising  <b>ECPE-</b> Revision of ESC1134 course of Certificate in preschool & Primary Education programme & ACPE programme are 40% completed
	<b>Course Delivery</b>					
03	Incorporation of Course team approach to set assignments prior to one month of the	Completed	In progress	Completed	STE- 100% SNE-80% ECPE-100%	<b>STE-</b> Incorporated to prepare M.Ed (2018/2019) course work and to prepare activities of Activity Based Day School of

	commencement of the relevant academic programme					STP9618 <b>SNE</b> - Incorporated in PGDSNE programme <b>ECPE</b> - Incorporated in Diploma level 3 courses.
04	Incorporation of Students' feedback for the selected day schools of each programme when preparing the Timetable	In progress	In progress	In progress	STE- 60% SNE-10% ECPE- Diploma level 4 - 57% Diploma level 3- 20%	<b>STE</b> - distributed in B.Ed and M.Ed day schools and during B.Ed professional workshops. <b>SNE</b> –day schools of three(03) courses out of fifteen (15) of B.Ed(SNE) <b>ECPE</b> - day schools of four(04) out of seven (07) courses of Diploma level 4 Day schools of Diploma level 3-
05	Incorporation of peer-evaluation mechanism for at least one course of each programme when preparing the Timetable	In progress	Not started	Not started	STE-25%	Peer Evaluation was done in B.Ed (Drama & Theatre Day schools.(1/4 day schools)
06	Preparing the Day School breakdowns prior to the day school	Completed	Completed	Completed	100%	Prepared the Day School breakdowns for the day schools held in the month of July and August.
07	Conduct training workshops for visiting academics, mentors and for marking examiners at the beginning of the relevant academic programme	Completed	In progress	In progress	STE- 100%	<b>SNE</b> – will be conducted in November <b>ECPE</b> - will be conducted in October for Certificate programme in Pre school
08	Enhancing student support through a faculty library, Child study centre and a support centre throughout the year	In progress	In progress	In progress		<b>STE</b> - M.Ed , B.Ed (Drama & Theatre ) and B.Ed (Natural Sciences) students use the Faculty library. <b>SNE</b> –Carried out assessment & intervention for children with special needs.

						Planned to conduct a workshop on Alternative Communication System for B.Ed (SNE) students on 30 <sup>th</sup> August 2018
09	Introduce online courses within the academic year	started	started	started		Academics from each Department have participated to a workshop on online course development which was held on 9 <sup>th</sup> , 10 <sup>th</sup> , 13 <sup>th</sup> August by CETMe.
	<b>Examination Matters</b>					
10	Obtaining external resources persons' contribution for CAT & FE paper moderating to complete the paper prior to sent the paper to Exam Division	In progress	In progress	In progress		
11	Submit Moderated CAT & Final Examination papers to Exam Division two weeks before the examination dates	In progress	--	Completed		<b>STE-</b> Setting of final examination papers of PGDE (2nd semester) is completed. Moderation and translating the final exam papers in to Sinhala and Tamil languages are still progressing. <b>SNE-</b> Setting, translation and moderation of papers of PGDE (SNE) – completed.
12	Release 1 <sup>st</sup> CAT marks before 2 <sup>nd</sup> CAT	--	--	--		
13	Displaying CAT Grade at all the centers and in the MyOUSL within 03 months	--	--	--		
14	Release OCAM Grade by the due date and displaying on MyOUSL	In progress	Released OCAM/eligibility of PGDSNE-2016/17	--		<b>STE-</b> will completed by end of August 2018
15	Release FE Marks within three	Results of	PGDSNE-To be	--		

	months' duration after completing the final Examination Release FE Marks within six months' duration (PGDE) after completing the Final Examination	PGDE (1 <sup>st</sup> semester) Final Exam is released on 26 <sup>th</sup> July 2018	done after September. B.Ed (SNE) To be Done after November			
16	Prepare marking schemes for the final exam papers, for continuous assessment test and for Take home assessments along with setting	In progress	PGDSNE-To be done after August B.Ed (SNE)-To be done after sep.	In progress		<b>STE-</b> Prepared marking schemes for the final exam papers of PGDE (2nd semester) exam papers. <b>SNE-</b> Prepared marking schemes for the final exam papers of PGDE (SNE) exam papers.
17	Appoint supervisors for student's projects of B.Ed and certificate programmes during Teaching Practice period.	Completed	Completed	Completed	STE-100% SNE-100% ECPE-100%	
	<b>Academic Administration</b>					
18	Finalizing all activity schedules, time tables prior to due date/ registration one month prior to commencement of activities	Completed	Completed	Completed	STE-100% SNE-100% ECPE-100%	
19	Forward respective memos to the faculty board for the appointment of relevant examiners one month prior to the examination	Completed	In progress	In progress	STE-100% PGDE(SNE)-90% B.Ed(SNE)-80%	
20	Give appointment letters to visiting academics, mentors, master teachers and	completed	In progress	Completed	STE-100% SNE-100% ECPE-90%	

	assignment examiners before academic activities.					
21	Conduct inaugural sessions for all programmes at relevant centres at the commencing of the academic activities of programmes.	completed	--	completed		
	<b>Registration Activities</b>					
22	Forward printing orders 4 months before registration	--	completed	--	PGDE(SNE) 100%	
23	Forward course materials dispatch list one month before the registration	--	completed	--	PGDE(SNE) 100%	
24	Provide updated registration package for students during the registration period of the each programme one month before the registration.	--	completed	--	PGDE(SNE) 100%	
	<b>Monitoring of QA Action Plan</b>					
25	Discussion of QA practices are being implemented by the QA cell every month	In progress	In progress	In progress		Meeting of QA cell - On fourth week of Every month.
26	Discussion the progress of the QA practices are being implemented by the department at the staff meeting monthly	In progress	In progress	In progress		For the month of June, July the staff meeting was held. For the month of August, it will be held on 29 <sup>th</sup> August.
27	Present the progress of the QA practices to the Faculty board monthly	In progress	In progress	In progress		August Faculty board meeting will be held on 5 <sup>th</sup> September .
28	Present the progress of the QA practices to the IQAU in every	Will be done in 28 <sup>th</sup>	Will be done in 28 <sup>th</sup> August	Will be done in 28 <sup>th</sup>		

	03 months	August		August		
	<b>QA Research</b>					

**Please indicate any new activities planned or in progress for 2018:**

- 1. Guest lectures are planned for B.Ed (Drama and Theatre) students to enhance their knowledge about drama, music, art and cinema.**
- 2. M.Ed in Special Needs Education programme is planned to commence. Rules and regulations are already prepared and it will submit to the next By Law committee**