

Faculty Quality Assurance Action Plan - 2020

Faculty	Education
Progress Reporting Date	1 st July 2020
Previous Progress Reporting Date	4th March 2020

Activity No.	Activity/Action	Responsible Entity/Person	Progress	Progress as of last reporting date	Remarks
1	Strengthening the Faculty of QA Cell				
1.1	Appointing Project Assistant to support the QA activities of the Faculty	Dean	In progress	-	A research assistant is supporting to the QA activities of the Faculty until a project assistant is being appointed.
1.2	Acquisition of space and equipment for the FQAC	Dean	Completed	100%	A Space was provided. Stationary is provided by the Dean's office and the Departments.
2	Strengthening QA Practices in the Faculty				
2.1	Conducting awareness programme for temporary staff (Demonstrators) on quality assurance	FQAC	Completed	100%	It was conducted parallel to the institutional review of OUSL and continuously update the information on quality assurance at staff meetings and the Faculty board meetings.
2.2	Conducting awareness programme for non-academic staff about the Faculty Academic Activities/ quality assurance	FQAC			
2.3	Conduct awareness programme for quality assurance in ODL for academic staff	FQAC			
2.4	Conducting awareness programme for visiting academics on quality assurance in ODL	FQAC	In progress	-	It will be done within the visiting academics' training workshops.

Activity No.	Activity/Action	Responsible Entity/Person	Progress	Progress as of last reporting date	Remarks
2.5	Conducting Capacity building workshops for academic staff	Dean, Heads	In progress	100% for 2019	A few Faculty Workshops will be conducted on Alternative Teaching-Learning-Assessment strategies for active involvement of students in the distance mode.
2.6	Publishing QA activities in website	Faculty Web Liaison	In progress	95%	Designing the interface of the link which was provided for FQAC within the Faculty web page was 90% completed. (Sent the relevant documents to upload)
2.7	Providing up-to date information to the students through Faculty Web Pages	Faculty Web Liaison	In progress	Relevant coordinators provide up-to date information about programmes to the Faculty representative of web committee.	Continuously updating the information about the programmes conducted by the Faculty
2.8	Examination Matters				
	2.8.1 Obtaining external resource persons' contribution for CAT & FE paper moderating to complete the paper prior to send the paper to Exam Division	Head; Chief examiners; Course coordinators	In progress	60%	STE- Obtained external resource persons' contribution for Moderating the FE papers of M.Ed and B.Ed Honours in Drama & Theatre and B.Ed Honours in Natural Sciences Degree programmes.

Activity No.	Activity/Action	Responsible Entity/Person	Progress	Progress as of last reporting date	Remarks
					<p>SNE- Obtained external resource persons' contribution for Moderating the FE papers of B.Ed (SNE) and PGDSNE programmes.</p> <p>ECPE- Obtained external resource persons' contribution for FE paper moderation of ACPE and DECPE programmes and for moderation of CAT papers of the B.Ed Honours in Primary education programme.</p>
	2.8.2 Adhering the items in activity schedules	Program coordinators, course coordinators.	In progress	-	Couldn't conduct activities (final exams and teaching practice evaluations) according to the activity schedules due to the Corona pandemic situation.
	2.8.3. Prepare marking schemes for the final exam papers, continuous assessment tests, Take home assessments and for assessment activities conduct in activity based day schools.	Chief examiners; Course coordinators	In progress	80%	<p>STE- Preparation of marking schemes for CAT, THA of PGDE programme is completed.</p> <p>Preparation of marking schemes for final exam papers of B.Ed Honours in Drama & Theatre and B.Ed Honours in Natural Sciences Degree programmes is in progress.</p> <p>ECPE- Preparation of marking schemes for final exam papers of DECPE and ACPE programmes is completed. (EPU3331 EPU3332, EPU5256 – Completed)</p> <p>SNE- Preparation of marking schemes for final exam papers of B.Ed (SNE) is completed.</p>

Activity No.	Activity/Action	Responsible Entity/Person	Progress	Progress as of last reporting date	Remarks
	2.8.4. Providing constructive feedbacks for CAT papers, take home assignments and for assessment activities conduct in activity-based day schools.	Chief examiners; Course coordinators	In progress	60%	STE- PGDE, B.Ed programmes, Research methodology short course- in progress SNE – completed. ECPE- ECPE, ACPE, DECPE-(level 4), CPE programme and BEd Honours in Primary education programme.programme.(levels 4 and 5)- in progress.
	2.8.5 Implementing conference marking for selection test papers.	Head, Program coordinators	Completed	100%	
3	Designing/adopting Quality Assurance Tools				
3.1	Designing of Faculty common formats for				
	3.1.1 Examination Papers	FQAC	Completed	100%	It was approved at the 38 th meeting of the Board of Management of IQAU with some corrections.
	3.1.2 Project Reports	FQAC	In progress		Ms. Deepthini Dediawela has prepared the common guidelines for project component. It was emailed to the Heads of the Departments for their observation.
	3.1.4 Examination Paper Moderation	FQAC	In progress	-	-
3.2	Revisions to feedback forms for		In progress	-	-
	3.2.1 Day schools	IQAU			
	3.2.3 Projects	IQAU			
	3.2.4 Accessibility to academic staff	IQAU			
	3.2.5 Overall Course Delivery	IQAU			

Activity No.	Activity/Action	Responsible Entity/Person	Progress	Progress as of last reporting date	Remarks
4	Implementing of Quality Assurance Tools				
4.1	Student Feedback on Day schools (DS) and analysis	Getting feedback: RES Analysis: FQAC	In progress	-	Student Feedback forms will be distributed within the day schools of PGDE (phase II).
	4.1.1 For internal staff (Min. 2 courses per Department)				
	4.1.2 For Visiting Staff (Min. 2 course per Department)				
4.2	Student Feedback on Overall Evaluation course delivery and analysis (Min. 2 courses per Department)	Department QA Representative	In progress	-	STE- B.Ed Honours in Drama & Theatre and B.Ed Honours in Natural Sciences – 2 courses (STU5525/STU5511)
4.3	Student Feedback on Project work and analysis	Department QA Representative	In progress	-	FQAC is conducting a research on Quality of the practices applied for facilitation of the completion of the research project in undergraduate degree programmes.- (Feedbacks on the research project were collected from 71 students of B.Ed (D/T), B.Ed (N/S) and B.Ed (SNE) programmes. Data analysis is in progress.)
4.4	Comprehensive analysis of student performance in CA and Final Examinations (At least one course per Department)	Department QA Representative	Not started	-	-
4.5	Incorporation of peer-evaluation mechanism for at least one course of each Program when preparing the Timetable	Program coordinators.	Completed	-	STE- Incorporated in PGDE (2018/2019) phase II

Activity No.	Activity/Action	Responsible Entity/Person	Progress	Progress as of last reporting date	Remarks
4.6	Preparation of Course Dossier for all courses	Course Academic Coordinators	In progress	Guidelines were given to the Department representatives of FQAC.	Preparation of Course Dossier for all courses is started.
4.7	Conduct open dialogue with students	Head	In progress	Continuously sharing the information and providing counseling whenever necessary.	Conduct through Viber, WhatsApp groups, Google classrooms and through email.
4.8	Monitoring of QA Action Plan				
	4.8.1. Discussion of QA practices being implemented by the QA cell every month	FQAC	Completed	100%	Discussed at the FQAC meeting. (22.06.2020)
	4.8.2. Discussion of the progress of the QA practices being implemented by the department at the staff meeting monthly	Heads of the Departments	In progress	-	Discussed at the monthly staff meeting. (29.06.2020)
	4.8.3. Present the progress of the QA practices to the Faculty board monthly	FQAC	In progress	-	Will be presented on 1 st of July 2020
	4.8.4. Present the progress of the QA practices to the IQAU in every 03 months	Chairperson/ FQAC	In progress	-	Presented on 23rd June 2020

