

Faculty QA Action Plan Monitoring Form for 2018

Faculty: Education

Progress of the month of September

Activity No	Action/Activity	Progress			Progress achieved since the previous report	Observations and Comments
		STE	SNE	ECPE		
	Course Evaluation					
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- STP8301- 14% (completed) STP8306- 7% (completed)	STE- STP8301- 2 lessons out of 14 are completed. First drafts of other 12 lessons are revising again according to the comments received. STP8302- 12 lessons are still revising. STP8403-writing of first draft of 3 lessons are in progress. Another 11 lessons are to be revised. STP8404- First draft of all 6 lessons are revising again according to the comments received. STP8305- 8 lessons are still revising. STP8306- 1 lesson is completed. 13 are still revising.

					<p>ECPE -EPC1334-20% EPC1335-75%</p> <p>SNE-80%</p>	<p>STP8213- 5 lessons are revised and to be edited. Another 5 lessons are to be revised.</p> <p>ECPE- Revision of EPC1134, EPC 1335 course of Certificate in preschool & Primary Education programme & ACPE programme are 50% completed</p> <p>SNE – SNP6532- 4 new sessions will be included to the module. Writing, editing and translations were completed and converting the sessions to the house style has to be done.</p>
	Course Delivery					
03	Incorporation of Course team approach to set assignments prior to one month of the commencement of the relevant academic programme	Completed	Completed	Completed	<p>STE- 100%</p> <p>SNE-100%</p> <p>ECPE-100%</p>	<p>STE- Incorporated course team approach to set assignments pertaining to PGDE (2018/2019)</p> <p>SNE- Incorporated course team approach to set Continuous Assignments of B.Ed (SNE) Programme</p> <p>ECPE- Incorporated course team approach to in CPE, ACPE and DECPE programmes.</p>
04	Incorporation of Students' feedback for the selected day schools of each programme when preparing the Timetable	Completed	Not conducted.	In progress	<p>STE- 100%</p> <p>ECPE- Diploma level 4- 60% Diploma level 3- 20%</p> <p>SNE-</p>	<p>STE- distributed in selected B.Ed and M.Ed day schools.</p> <p>ECPE- Day schools of 4/7 of Diploma level 4 and Day schools of Diploma level 3</p> <p>SNE –No day schools were conducted during the month of September. Time table</p>

						for future months will be prepared in October.
05	Incorporation of peer-evaluation mechanism for at least one course of each programme when preparing the Timetable	Not conducted	Not conducted	Not started		STE- Peer Evaluation was not done in the month of September. SNE - No day schools were conducted during the month of September. ECPE- difficult to do because all day schools are conducted in weekends.
06	Preparing the Day School breakdowns prior to the day school	Completed	Completed	Completed	STE-100% ECPE -100% SNE-100%	STE- Prepared day school lecture breakdown prior to the day schools of PGDE 2018/2019 batch. B.Ed (SNE)- Finished for the relevant day schools and will start by next intake.
07	Conduct training workshops for visiting academics, mentors and for marking examiners at the beginning of the relevant academic programme	Completed	Not conducted	Completed	STE-100% ECPE- 100%	ECPE- Conducted for the DECPE programme and for Certificate programme in Pre school STE - All the workshops were conducted for the current programmes SNE- Master teacher workshop will be conducted before the teaching practice of 2017/18 academic year of B.Ed (SNE) programme.
08	Enhancing student support through a faculty library, Child study centre and a support centre throughout the year	In progress	In progress	In progress		STE- M.Ed , B.Ed (Drama & Theatre) and B.Ed (Natural Sciences) students use the Faculty library. SNE – Management Committee Meeting was held on 26th September 2018 and Scheduled 2 days workshop on autism.
09	Introduce online courses within the academic year	In progress	In progress	In progress	STE- 50%	STE- Developing the online courses for 6 courses of B.Ed (Drama & Theatre) programme. (STU5526, STU5827, STU6514, STU5525, STU6516, STU5328). One course of B.Ed (Natural Science)

					<p>SNE-70%</p> <p>ECPE- 50%</p>	<p>Programme- STU5827 One course of MATE I- STP9543.(completed) SNE- Developed the online course SNP5338 , SNP8235 and editing has to be done. ECPE- developing the online courses for 4 courses of B.Ed in Primary Education. (EPU3530, EPU3531, EPU3533, EPU3535)</p>
	Examination Matters					
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	completed	Not started	SNE- 100%	<p>STE- preparing Continuous assessment test papers (CAT) for B.Ed programmes.</p> <p>SNE – PGDSNE Final Exam Paper was sent to examination division. ECPE-Not yet started to set papers for the programmes</p>
11	Submit Moderated CAT & Final Examination papers to Exam Division two weeks before the examination dates	In progress	Completed	Not applicable	SNE- 100%	<p>STE- still preparing Continuous assessment test papers (CAT) for B.Ed programmes.</p> <p>SNE-Setting, translation and moderation of papers of PGDE (SNE) – completed.</p>
12	Release 1 st CAT marks before 2 nd CAT	Not started	Not started	Not applicable		STE, SNE- result will release after the exams
13	Displaying CAT Grade at all the centers and in the MyOUSL within 03 months	Not started	Not started	Not applicable		STE, SNE- Will do after the exams
14	Release OCAM Grade by the due date and displaying on	Completed	Released OCAM/eligibility	Not started	STE-100% SNE-100%	<p>STE- Completed for PGDE programme ECPE- Still Academic activities are going</p>

	MyOUSL		of PGDSNE-2016/17			on.
15	Release FE Marks within three months' duration after completing the final Examination Release FE Marks within six months' duration (PGDE) after completing the Final Examination	Not started	. B.Ed (SNE) To be Done after November	--		STE- Paper marking is going on for PGDE programme.
16	Prepare marking schemes for the final exam papers, for continuous assessment test and for Take home assessments along with setting	Completed	Completed	Completed	STE- 100% SNE- 100% ECPE- 100%	STE- Prepared marking schemes for the final exam papers of PGDE (2nd semester) exam papers. SNE- Prepared marking schemes for the final exam papers of PGDE (SNE) exam papers. ECPE- Prepared marking schemes for final exam papers of Diploma level 4 and level 3, ACPE programme
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%	
	Academic Administration					
18	Finalizing all activity schedules, time tables prior to due date/ registration one month prior to commencement of activities	In Progress	Completed	Completed	SNE- 100% ECPE- 100%	PGDE- In progress PGDNE programme finalized the dayschool timetable of the centres. B.Ed (SNE) was advertised and online application of B.Ed (SNE) Degree Programme was opened.

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% B.Ed (SNE) - 50%	B.Ed (SNE) - Examination Memo is being prepared ECPE -Memos will be forwarded during next three months for CPE, ACPE,DECPE programmes.
20	Give appointment letters to visiting academics, mentors, master teachers and assignment examiners before academic activities.	completed	Completed	In progress	STE -100% SNE -100% ECPE -95%	ECPE - Completed for ACPE programme and in progress for other programmes.
21	Conduct inaugural sessions for all programmes at relevant centres at the commencing of the academic activities of programmes.	Completed	completed	completed	STE -100% SNE -100%	SNE - Conducted Inagural Session of PGDSNE Programme
	Registration Activities					
22	Forward printing orders 4 months before registration	Completed	In progress	Not started	B.Ed SNE - 70%	PGDE(2018/2019) - printing orders were sent in the month of July 2018 B.Ed SNE – Sent Printing Orders of majority of course Printing orders will be sent in next month for the DECPE level 4 programme
23	Forward course materials dispatch list one month before the registration	In progress	Not started	Not started		PGDE(2018/2019) - Still printing B.Ed SNE -Will start in October
24	Provide updated registration package for students during the registration period of the each programme one month before the registration.	--	In progress	--	B.Ed SNE - 40%	B.Ed SNE -Registration Package being prepared
	Monitoring of QA Action Plan					
25	Discussion of QA practices	completed	completed	completed		Meeting of QA cell was held on 28 th

	are being implemented by the QA cell every month					September 2018
26	Discussion the progress of the QA practices are being implemented by the department at the staff meeting monthly	completed	completed	completed		For the month of September, staff meeting was held on 28 th September.
27	Present the progress of the QA practices to the Faculty board monthly	In progress	In progress	In progress		Presented on 3 rd October 2018
28	Present the progress of the QA practices to the IQAU in every 03 months	--	--	--		Will present on 23 rd October 2018
	QA Research	--	--	--	--	--

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.(2nd guest lecture was held on 10th October 2018 for B.Ed (Drama and Theatre) students. The topic was ‘Art’)**
- 2. M.Ed in Special Needs Education programme is planned to commence. Rules and regulations are submitted to the Senate.**