

HSS Faculty Quality Assurance Action Plan –2022

Activity No.		Responsible Entity/Person	Remarks
1	Strengthening the Faculty of QA Cell		
1.1	Storing of FQAC documents in electronic format	Faculty coordinator /FQAC	Storing programme review documents, day school and course evaluation reports and FQAC minutes in Google Drive
1.2	Maintaining an updating QA activities of faculty Web page	Faculty coordinator/FQAC	Updating information on web page
2	Strengthening QA Practices in the Faculty		
2.1	Conduct awareness programmes for members of the Departments	Departmental QA coordinator/HODs	2 awareness sessions per year per department (08 sessions)
2.2	Conduct awareness program for Visiting Academics (Department & Centre Wise)	Faculty Coordinator /Dept QA Reps	2 programmes per department (08 programmes)
2.3	Conduct QA awareness programme (ODL issues) for non-academic staff	Faculty coordinator/Dean's office	2 programmes per year
2.4	Conduct QA awareness programme for students at orientation programmes	Faculty Coordinator /Dept QA Reps/Ads of RCs	orientation programmes in all Regional centers
2.5	Updating the QA activities in website	Faculty Coordinator/FQAC	ongoing
2.6	Updating information for students through Faculty Web page (Department wise)	Faculty Coordinator /FQAC /Dept QA Reps	ongoing
2.7	Reporting of students requests and	Dean/HODs/HSS members	Discussion of student requests at each

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	suggestions at faculty board		HSS faculty board meeting (12 meetings per year)
2.8	Regular monthly meeting with student reps, students counsellors and Dean	Dean/student counsellors/student reps	12 meeting per year
3	Designing/adopting Quality Assurance Tools		
3.1.1	Conference marking sessions for examinations	HODs/ course coordinators	Standardization of marking for selection tests and FEs
3.1.2	Double marking of final year research projects	HODs/ members of academic staff/course coordinators	Improving quality of evaluations for final year projects
3.1.3	Moderation of CAs and final examinations	HODs/ members of academic staff/course coordinators	All programmes
3.1.4	Giving feedback on CAs	HODs/ members of academic staff/course coordinators	All programmes
3.2	Getting feedback on academic activities through qualitative formats	Faculty Coordinator /Dept QA Reps/FQAC	Face to Face or Zoom discussions with students (1 meeting per level per programme)
4	Implementing of Quality Assurance Tools		
4.1	<i>Evaluation of course delivery</i>		
4.1.1	Day School Evaluations	Dept QAREps /FQAC/RES	Day school evaluation for 03 courses per level for each programme
4.1.2	Overall course evaluation Google Form faculty	Dept QAREps /FQAC	Course evaluation for 03 courses per level for each programme
4.1.3	Peer review of teaching	Dept QAREps /FQAC	Peer review of teaching for 03 courses per level for each programme
4.1.4	Incorporate student feedback	Head/Academic staff members	Feedback received from evaluations to be incorporated into programme delivery
4.2	Course Dossier for all courses according to a common format	Course coordinators	Course dossiers to be updated

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5	External Review of programmes		
5.1	Reporting of progress on implementing of recommendations from programme reviews	Departmental coordinators/HODs	One report per programme for each quarter (12 reports)
5.2	Department level QA review meeting	Head/ Academic staff/QA	Programme team meetings, staff meetings and quality circle meetings in different departments