

Quality Assurance Action Plan -2019

Faculty of HSS

No	Activity	Persons responsible	Time Frame			
			Q1	Q2	Q3	Q4
1. Strengthening Functions of IQAC/ HSS						
1.1	Prepare standard operational procedures of IQAC functions	Dean Chairperson/ FQAC				
1.2	Improve existing documentation system of IQAC	Chairperson/ FQAC PA/ IQAC				
2. Activities to strengthen QA practices in the Faculty						
2.1	Conducting an awareness session for Visiting Academics (Dept and Center-wise)	Dean, HoDs Chairperson/ FQAC Dept QA Reps.				
2.2	Review and Discussion on Understanding Quality Assurance in Higher Education	Dean, HoDs Chairperson/ FQAC Dept QA Reps.				
2.3	Conducting awareness session for students (Dept-wise)	Dean, HoDs, Chairperson/ FQAC Dep QA Reps.				
3. Designing and Implement Faculty-specific QA tools						
3.1	Design and implement a qualitative student feedback mechanism	Dean Chairperson/ FQAC Dept QA Reps				
3.2	Design and implement a form for Moderation of Examination Papers	Dean Faculty QA rep Dept Reps				
4. Implementation of QA tools						
4.1	Course Evaluation (minimum 2 from each Dept)	HoDs Dept QA Reps. Chairperson/ FQAC				
4.2	Day School Evaluation	HoDs Dept QA Reps. Chairperson/ FQAC PA/ IQAC				
4.3	Incorporation of student feedback	HoDs Dept QA Reps. Chairperson/ FQAC				
4.4	Peer Review of Courses	HoDs Dept QA Reps. Chairperson/ FQAC				
4.5	Initiate Dept-level QA Review meetings	Dept QA Reps				
5. External Review						
5.1	Monitor action taken on Recommendations of Program Reviews of Undergraduate Programmes	Dean, HoDs Chairperson/ FQAC Dept QA Reps				