

**Quality Assurance Activities – Action Plan for 2021
Monitoring Report to Faculty Board: January – December 2021
Faculty of Health Sciences**

	Activity/Action	2020	Progress up to December 2021	Comments
1.	Strengthen QA Practices in the Faculty			
1.1	Manage records/files for following activities (as per FQAC checklist)			
1.1.1	Course dossier for all courses (Creating a Google folder for each course)			
	Nursing	Completed	Completed	Completed
	MLS	Completed	Completed	Completed
	Pharmacy	Completed	Completed	Completed
	Basic Sciences	Completed	Completed	Completed
	Psychology & Counselling	Completed	Completed	Completed
1.2	Quality assurance of course delivery			
1.2.1	Issue updated e-format of course materials for all relevant courses at registration/before start semester			
	Nursing	11/19 completed (NGU5300, NGU5401 NGU5303, NGU5406, NGU5207, NGU6304, NGU6305, NGU6311, NGU6803, NGU5910, NGU6910) 08/19 partially completed (NGU5405, NGU5302, NGU5404, NGU5208, NGU6400, NGU6601, NGU6602, NGU6307)	Completed for 1 st semester courses in academic year 2020/21	In progress for the 2 nd semester courses in academic year 2020/2021
	MLS	23/26 completed Course material development is completed form MDU3306, MDU3207, MDU4501, MDU4302, MDU4303, MDU4307, MDU4209, MDU5303, MDU5202, MDU5206, MDU5308, MDU5209, MDU6301, MDU6302, MDU6503, MDU5304, MDU5208, MDU5407	Completed for 1 st semester courses in academic year 2020/21	In progress for the 2 nd semester courses in academic year 2020/2021
	Pharmacy	13/30 completed (FMU3300, FMU3302, FMU3203, FMU3205, FMU3206, FMU4300, FMU4205, FMU4307, FMU5501, FMU5403, FMU5207, FMU6300, FMU6303) 9/30 partially completed (FMU3401, FMU4501, FMU4303, FMU4306, FMU4304, FMU5400, FMU5406, FMU6301, FMU6304)	Completed for 1 st semester courses in academic year 2020/21	In progress for the 2 nd semester courses in academic year 2020/2021
	Basic Sciences	All courses (9/9 courses) completed	Completed for 1 st semester courses in academic year 2020/21	In progress for the 2 nd semester courses in academic year 2020/2021

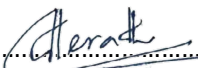
	Psychology & Counselling	11/11 courses completed – semester – I – provided hard copies 10/10 courses completed – semester – II provided e-copies	Completed for 1 st semester courses in academic year 2020/21	In progress for the 2 nd semester courses in academic year 2020/2021
1.2.2	Prepare blueprints for examinations of each course			
	Nursing	In progress	Completed for 2 nd Semester courses in academic year 2019/2020	In progress
	MLS	In progress	Completed for 2 nd Semester courses in academic year 2019/2020	In progress
	Pharmacy	Completed for 15/15 courses for 1 st semester 2019/2020 In progress for 15/15 for 2 nd Semester 2019/2020	Completed for courses in academic year 2019/2020	In progress
	Basic Sciences	Completed the 1 st draft for all courses (9/9 courses) in academic year 2019/2020	Completed for 2 courses in academic year 2019/2020	In progress
	Psychology & Counselling	Preparation of blueprint for level 3 courses in progress 01/11 completed	Completed for 1 st Semester courses from Level 3	In progress
1.2.3	Analyse course completion/ performance - for at least 01 course per department			
	Nursing	Completed CAT marks evaluation for NGU5303 and NGU6304 Courses identified for 2 nd Semester 2019/2020	Completed for the academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021
	MLS	Courses identified. Will be completed during Semester – II	Completed for the academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021
	Pharmacy	Completed CAT marks evaluation for FMU4501, FMU6303 (CAT I & II) for 1 st Semester academic year 2019/2020	Completed for the academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021
	Basic Sciences	Completed for BSU3431 and BSU4230	Completed for academic year 2019/2020	In progress for the 1 st semester course in academic year 2020/2021
	Psychology & Counselling	Courses identified Will be completed during 2 nd Semester	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021
1.2.4	Analyse graduation and dropout rates for each programme			
	Nursing	Not included as a separate task for the action plan-2020	Data collection for the survey is completed	Report writing is in progress
	MLS	Not included as a separate task for the action plan-2020	Data collection for the survey is completed	Report writing is in progress
	Pharmacy	Not included as a separate task for the action plan-2020	Data collection for the survey is completed	Report writing is in progress

	Basic Sciences	Not included as a separate task for the action plan-2020	Contributed for data analysis for other 3 programmes	Report writing is in progress
	Psychology & Counselling	Not included as a separate task for the action plan-2020	No graduated batch for this programme	No graduated batch for this programme
1.3	Strengthen staff for a quality service			
1.3.1	Conduct awareness sessions for academic and non-academic staff on QA practices	Completed	Completed (Three (03) awareness sessions (One awareness session for academic staff, Two awareness session for academic and non-academic staff))	-
1.3.2	Organize Monthly 'Capacity Enhancement Training Workshops' for both academic and non-academic staff	Completed	Completed	-
2.	Implement Quality Assurance Tools			
2.1	Course/Programme Evaluation			
2.1.1	Students' evaluation of online Day Schools - 02 courses from each Department – including all Centres (For Internal Staff)			
	Nursing	Completed for NGU5207 & NGU5404	Completed for academic year 2019/2020	In progress for 1 st Semester courses in academic year 2020/2021(NGU5303 & NGU5405)
	MLS	Completed for MDU6302 and MDU4302	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021 (MDU5206 & MDU4307)
	Pharmacy	2/2 Completed for 1 st Semester academic year 2019/2020 for FMU4501, FMU6303 1/2 Completed for 2 nd Semester academic year 2019/2020 for FMU5501, FMU4302	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021(FMU5403, FMU6300)
	Basic Sciences	2/2 Completed for 1st Semester BSU3431, BSU4340 Completed BSU5230 for 2 nd Semester	Completed for academic year 2019/2020 Completed BSU4230 for academic year 2020/2021	-
	Psychology & Counselling	2/2 Completed for 1 st Semester PLU4301, PLU3206 2/2 Completed for PLU3204 & PLU4303 2 nd Semester	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021(PLU5306 & PLU5310)
2.1.2	Students' evaluation of online Day Schools - minimum 01 course from each programme (For External Staff)			

	Nursing	Not completed for 1 st Semester courses due to pandemic No external staff for 2 nd Semester courses	N/A	-
	MLS	Not completed	Completed for academic year 2019/2020	In progress for the 1 st Semester courses in academic year 2020/2021 (MDU6355)
	Pharmacy	Completed for 1 st Semester academic year 2019/2020 for FMU6300	Completed for academic year 2019/2020	In progress for the 1 st Semester courses in academic year 2020/2021 (FMU3206)
	Basic Sciences	-	N/A	-
	Psychology & Counselling	Completed for 1 st Semester PLU4306 & PLU4303 for 2 nd Semester	Completed for academic year 2019/2020	In progress for the 1 st Semester courses in academic year 2020/2021 (PLU5310)
2.1.3	Peer evaluation of online Day Schools - 02 courses from each Department			
	Nursing	Completed for 1 st Semester 2019/2020 (NGU6305)	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021 (NGU5303 & NGU5405)
	MLS	MLS - completed for MDU5206, MDU4209 and MDU6301	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021 (MDU5206 & MDU4307)
	Pharmacy	2/2 Completed for 1 st Semester academic year 2019/2020 for FMU4501, FMU6303 2/2 Completed for 2 nd Semester academic year 2019/2020 for FMU5501, FMU4302	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021 (FMU5403, FMU6300)
	Basic Sciences	Not completed due to current situation	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021 (BSU3431, BSU5335)
	Psychology & Counselling	Completed for 1 st Semester PLU4301 course	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021 (PLU5306 & PLU5310)
2.1.4	Evaluate laboratory sessions - 02 sessions, where relevant			
	Nursing	N/A	N/A	No laboratory sessions for this degree programme
	MLS	Completed for MDU6302	Completed for academic year 2019/2020	in progress for 1 st Semester in academic year 2020/2021 (MDU5206)
	Pharmacy	Completed for 1 st Semester academic year 2019/2020 for FMU4501	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021 (FMU6300)

	Basic Sciences	2/2 Completed for 1 st Semester courses BSU3431, BSU5335	Completed for academic year 2019/2020	In progress for the 1st semester courses in academic year 2020/2021 (BSU4340)
	Psychology & Counselling	N/A	N/A	No laboratory sessions for this degree programme
2.1.5	Evaluate course materials - 02 courses from each Department			
	Nursing	Completed for NGU5207 & NGU5404	Completed for academic year 2019/2020	In progress for the 1st semester courses in academic year 2020/2021 (NGU5303 & NGU5405)
	MLS	Will be completed before the end of 2 nd semester 2019/2020	Completed for academic year 2019/2020	In progress for the 1st semester courses in academic year 2020/2021 (MDU5206 & MDU4307)
	Pharmacy	2/2 Completed for 1 st Semester academic year 2019/2020 for FMU4501, FMU6303 1/2 Completed for 2 nd Semester academic year 2019/2020 for FMU5501, FMU4302	Completed for academic year 2019/2020	In progress for the 1st semester courses in academic year 2020/2021 (FMU5403, FMU6300)
	Basic Sciences	2/2 Completed for 1 st Semester BSU3431, BSU3340 Completed BSU5230 for 2 nd Semester	Completed for academic year 2019/2020	In progress for the 1st semester courses in academic year 2020/2021 (BSU4230)
	Psychology & Counselling	2/2 Completed for 1 st Semester PLU4301, PLU3206 2/2 Completed for 2 nd Semester PLU3204 & PLU4303	Completed for academic year 2019/2020	In progress for the 1st semester courses in academic year 2020/2021 (PLU5306 & PLU5310)
2.1.6	Evaluate MOODLE courses – 02 from each Department			
	Nursing	In Progress for NGU5207 & NGU5404 Link of the Google form was sent via Moodle courses and responses will be collected for 2 nd Semester academic year 2019/2020	Completed for academic year 2019/2020	In progress for the 1st semester courses in academic year 2020/2021 (NGU5303 & NGU5405)
	MLS	Not completed	Completed for academic year 2019/2020	In progress for the 1st semester courses in academic year 2020/2021 (MDU5206 & MDU4307)
	Pharmacy	2/2 Completed for 1 st Semester academic year 2019/2020 for FMU4501, FMU6303 1/2 Completed for 2 nd Semester academic year 2019/2020 for FMU5501, FMU4302	Completed for academic year 2019/2020	In progress for the 1st semester courses in academic year 2020/2021 (FMU5403, FMU6300)
	Basic Sciences	2/2 completed for 1 st Semester BSU3431, BSU5335 Completed BSU5230 for 2 nd Semester	Completed for academic year 2019/2020	In progress for the 1st semester courses in academic year 2020/2021 (BSU3230, BSU4230)

	Psychology & Counselling	One course completed for 1 st Semester	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021 (PLU5306 & PLU5310)
2.1.7	Employer survey of alumni			
	Nursing	Not included as a separate task for the action plan-2020	Completed	-
	MLS		Not achieved	-
	Pharmacy		Completed	-
	Basic Sciences		Not achieved	-
	Psychology & Counselling		No graduated students	-
2.2	Analyse Feedback Data for Action			
2.2.1	Submit results of feedback surveys to relevant departments	Completed Semester – I & II courses academic year 2018/2019 Completed Semester I courses academic year 2019/2020	Completed for academic year 2019/2020	In progress for the 1 st semester courses in academic year 2020/2021
2.2.2	Incorporate feedback comments to course delivery/development	Department informed their plan of action to implement feedback/comments for 2018/2019 academic year	In progress	Departments are in the process of incorporating the feedback
2.2.3	Report on action taken on collected feedback to relevant stakeholders	Will be completed during the calendar year	In progress	Will be completed during the calendar year
3.	External Programme Review – UGC QAC Reviews			
3.1	Bachelor of Science Honours in Nursing Degree Programme	(Not included in 2020) Not included as a separate task for the action plan-2020	In Progress	Submitted SER to QA Council, UGC
3.2	Bachelor of Medical Laboratory Sciences Honours Degree Programme	(Not included in 2020) Not included as a separate task for the action plan-2020	In Progress	Submitted SER to QA Council, UGC
3.3.	Bachelor of Pharmacy Honours Degree Programme	(Not included in 2020) Not included as a separate task for the action plan-2020	In Progress	Submitted SER to QA Council, UGC
4.	Monitor implementation of Faculty QA Action Plan			
4.1	Report to FQAC meeting & Department meeting	Monthly reported to FQAC meeting & Department meetings	Monthly reported to the FQAC & Department meetings	-
4.2	Report to Heads of Departments meeting	Quarterly reported to Heads of Department meeting	Quarterly reported to Heads of Departments meetings	-
4.3	Report to the Faculty Board	Report submitted to February 2021 Faculty Board meeting	Report submitted to February 2022 Faculty Board meeting	-


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