



Quality Assurance Activities - Action Plan 2023
Faculty of Health Sciences
Progress Monitoring Report - (July 2023- December 2023)
Faculty Board Meeting

	Activity/Action	Responsible Entity/Person	Progress- July 2023- December 2023	Remarks (If not completed give the reason)
1.	Strengthen Quality Assurance (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	Head/Course coordinator	Completed	
	MLS	Head/Course coordinator	Completed	
	Pharmacy	Head/Course coordinator	Completed	
	Basic Sciences	Head/Course coordinator	Completed	
	Psychology & Counselling	Head/Course coordinator	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 commencement of 2nd semester			
	Nursing	Head /Course Chair/ Course coordinators	Completed	
	MLS	Head /Course Chair/ Course coordinators	Completed	
	Pharmacy	Head /Course Chair/ Course coordinators	Completed	
	Basic Sciences	Head /Course Chair/ Course coordinators	Completed	
	Psychology & Counselling	Head /Course Chair/ Course coordinators	Completed	
1.2.2.	Prepare blueprints for CATs and FEs of each course			
	Nursing	Chief Examiners/ Course coordinators	Not done	
	MLS	Chief Examiners/ Course coordinators	Completed	
	Pharmacy	Chief Examiners/ Course coordinators	Decided to develop blueprints for courses taught by internal staff only. Completed for some courses	FMU3204, FMU3401, FMU4304, FMU4306, FMU4302
	Basic Sciences	Chief Examiners/ Course coordinators	Completed	
	Psychology & Counselling	Chief Examiners/ Course coordinators	In progress.	The initial discussions have been completed, implementation of blue print development will be initiated from next year.
1.2.3.	Analyse course completion/ performance - for at least 01 course per department			
	Nursing	Head/Course coordinators	Completed	
	MLS	Head/Course coordinators	Completed	
	Pharmacy	Head/Course coordinators	Not done	Plan to carry out 2024
	Basic Sciences	Head/Course coordinators	Completed	

	Psychology & Counselling	Head/Course coordinators	Not done	To be initiated from 2024
1.2.4.	Analyse graduation and dropout rates for each program			
	Nursing	Head Rep/FQAC		
	MLS	Head Rep/FQAC		
	Pharmacy	Head Rep/FQAC		
	Basic Sciences	Head Rep/FQAC	NA	
	Psychology & Counselling	Head Rep/FQAC	NA	
1.2.5.	Develop Blended course in Learn OUSL at least 01 course for each semester			
	Nursing	Head/Course coordinators	Completed	NGU5208, NGU6307
	MLS	Head/Course coordinators	Completed	MDU5401
	Pharmacy	Head/Course coordinators	Completed	FMU6303, FMU6300
	Basic Sciences	Head/Course coordinators	Completed	
	Psychology & Counselling	Head/Course coordinators	Not done	Course identified for development to blended format in 2024
1.2.6.	Develop a fully online course in Learn OUSL at least 01 course for each semester			
	Nursing	Head/Course coordinators	Not done	
	MLS	Head/Course coordinators	Completed	MDE3208
	Pharmacy	Head/Course coordinators	Not done	
	Basic Sciences	Head/Course coordinators	Not Done	Full online course development will be carried out in future
	Psychology & Counselling	Head/Course coordinators	Not done	Following the initiation and completion of blended courses, full online course development will be carried out in future.
1.3.	Strengthen staff to provide a quality service			
1.3.1.	Conduct awareness sessions for academic and non-academic staff.	Coordinator/IQAC	Awareness workshop was conducted for the process of programme review	
1.3.2.	Organise Monthly 'Capacity Enhancement Training Workshops' for both academic and non-academic staff	Chairperson/Excel@FSH Organising Committee	2 workshops were conducted.	
2.	Implement Course Evaluation through Quality Assurance Tools			
2.1	Course/Programme Evaluation			
2.1.1.	Students' evaluation of online Day Schools – per semester or per academic year from each Department – including all Centres (For Internal Staff)			

	Nursing	Head/ Course coordinators	Completed	NGU5302, NGU6307
	MLS	Head/ Course coordinators	Completed	MDU6503, MDU5206
	Pharmacy	Head/ Course coordinators	Completed	FMU3302
	Basic Sciences	Head/ Course coordinators	Completed	
	Psychology & Counselling	Head/ Course coordinators	Completed	PLU3308
2.1.2.	Students' evaluation of online Day Schools - minimum 01 course from each programme (For External Staff)			
	Nursing	Head/ Course coordinators	N/A	
	MLS	Head/ Course coordinators		
	Pharmacy	Head/ Course coordinators	Completed	FMU6302
	Basic Sciences	Head/ Course coordinators	Completed	
	Psychology & Counselling	Head/ Course coordinators	completed	PLU6305
2.1.3.	Peer evaluation of online Day Schools - 02 courses from each Department			
	Nursing	Head/ Course coordinators	Completed	NGU5404, NGU5208
	MLS	Head/ Course coordinators		
	Pharmacy	Head/ Course coordinators	To be completed	
	Basic Sciences	Head/ Course coordinators	Completed	
	Psychology & Counselling	Head/ Course coordinators	To be completed	
2.1.4.	Students evaluate laboratory sessions - 02 sessions, where relevant			
	Nursing	Head/ Course coordinators	Not relevant	
	MLS	Head/ Course coordinators	Completed	MDU5206, MDU4501, MDU6503
	Pharmacy	Head/ Course coordinators	Completed	FMU3302
	Basic Sciences	Head/ Course coordinators	Completed	
	Psychology & Counselling	Head/ Course coordinators	N/A	
2.1.5.	Students' evaluate course materials - 02 courses from each Department			
	Nursing	Head/ Course coordinators	Completed	NGU5302, NGU6307
	MLS	Head/ Course coordinators		
	Pharmacy	Head/ Course coordinators	Completed	FMU3302
	Basic Sciences	Head/ Course coordinators	Completed	
	Psychology & Counselling	Head/ Course coordinators	Completed	PLU3303, PLU3206

2.1.6.	Evaluate MOODLE courses – 02 from each Department			
	Nursing	Head/ Course coordinators	Completed	NGU5208,, NGU6307
	MLS	Head/ Course coordinators	Completed	MDU6202, MDU4303
	Pharmacy	Head/ Course coordinators	Completed	FMU6505,FMU3202
	Basic Sciences	Head/ Course coordinators	Completed	
	Psychology & Counselling	Head/ Course coordinators	Not done	To be implemented next academic year
2.1.7.	Employer survey of alumni			
	Nursing	Head/Rep/IQAC	Completed	
	MLS	Head/Rep/		
	Pharmacy	Head/Rep/ IQAC		sent to employer. Still, responses were very low
	Basic Sciences	Head/Rep/ IQAC	NA	
	Psychology & Counselling	Head/Rep/ IQAC	NA	
2.1.8.	Evaluate course materials using developmental testing questionnaire – 02 from each semester			
	Nursing	Head /Course Chair/ Course coordinators	Not done	Course materials are not in the developmental level & already course materials are assessed using a different questionnaire
	MLS	Head /Course Chair/ Course coordinators		
	Pharmacy	Head /Course Chair/ Course coordinators	Not done	Course materials are not in the developmental level & already course materials are assessed using a different questionnaire
	Basic Sciences	Head /Course Chair/ Course coordinators	Not done	Will be conducted in future by identifying two experimental copies.
	Psychology & Counselling	Head /Course Chair/ Course coordinators	Not done	Will be conducted by identifying two experimental copies.
2.1.9	Graduate student's satisfaction survey	Head/ Rep/ FQAC		
2.2	Analyse Feedback Data for Action			
2.2.1.	Submit results of feedback surveys to relevant departments	FQAC	Submitted DS and Course Evaluation reports received from each department for semester II courses	
2.2.2.	Incorporate feedback comments to course delivery/development	Head/ Course Coordinator	Not started	
2.2.3.	Report on action taken on collected feedback to relevant stakeholders	Head/ Academic staff	Not started	

3.	Monitoring Marks Releasing Process
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3.1	Release 1 st CA marks before 2 nd CA marks			
	Nursing	Head/Course Coordinator	Achieved for 03 courses	
	MLS	Head/Course Coordinator	Completed for all courses	
	Pharmacy	Head/Course Coordinator	Completed for all courses	
	Basic Sciences	Head/Course Coordinator	Completed for all courses	
	Psychology and Counselling	Head/Course Coordinator	Completed for all courses	
3.2	Release eligibility marks by the due date			
	Nursing	Head/Course Coordinator	Achieved 4/6 courses for the first semester Achieved 9/10 courses for second semester	Not achieved for NGU6803
	MLS	Head/Course Coordinator	Achieved for all courses	
	Pharmacy	Head/Course Coordinator	Achieved for all courses	
	Basic Sciences	Head/Course Coordinator	Achieved for all courses	
	Psychology and Counseling	Head/Course Coordinator	Achieved for all courses	
3.3	Submit final examination marks at least within 6 weeks of examination.			
	Nursing	Head/Chief Examiner	Not achieved for first semester Achieved 3/10 courses for second semester	
	MLS	Head/Chief Examiner	Achieved 8/14 course	
	Pharmacy	Head/Chief Examiner	Achieved for all courses	
	Basic Sciences	Head/Chief Examiner	Achieved for all courses	
	Psychology and Counselling	Head/Chief Examiner	Achieved 23/23 for second semester	
3.4	Return CA papers/send model answers to students immediately after eligibility marks are released.			
	Nursing	Course Coordinator	Completed	
	MLS	Course Coordinator	Completed	
	Pharmacy	Course Coordinator	Completed	
	Basic Science	Course Coordinator	Completed	

	Psychology and Counseling	Course Coordinator	Completed	
4.	External Programme Review – UGC QAC Reviews			
4.1	Bachelor of Science Honours in Nursing Degree Programme	Head/Representative FQAC/Coordinator/FQAC	Completed	Grade received "B"
4.2	Bachelor of Medical Laboratory Sciences Honours Degree Programme	Head/Representative FQAC/Coordinator/FQAC	Completed	Grade received "B"
4.3.	Bachelor of Pharmacy Honours Degree Programme	Head/Representative FQAC/Coordinator/FQAC	Completed	Grade received "B"
5.	Monitoring Strategic Management Plan (SMP)			
5.1	Implement activities according to the time frame provided			
	Nursing	Head/Representative IQAC/ Academic staff	Completed	
	MLS	Head/Representative IQAC/ Academic staff		
	Pharmacy	Head/Representative IQAC/ Academic staff	60% completed incomplete activities rescheduled in revision of SMP	
	Basic Sciences	Head/Representative IQAC/ Academic staff	Completed	
	Psychology & Counselling	Head/Representative IQAC/ Academic staff	Achieved at least 90% of the target	
6.	Sri Lanka Qualification Framework (SLQF) Certification – UGC QAC Guidelines			
6.1	Develop programme according to the guideline provided by the Quality Assurance Council, UGC to obtain SLQF Certification			
	Nursing	Head/ Course coordinators	NA	
	MLS	Head/ Course coordinators		
	Pharmacy	Head/ Course coordinators	NA	
	Basic Sciences	Head/ Course coordinators	In Progress	Waiting for UGCs response on proposals.
	Psychology & Counselling	Head/ Course coordinators	NA	
7.	Monitor implementation of Faculty QA Action Plan			
7.1	Report to IQAC meeting & Department meeting	HODs and IQAC Representatives	Submitted	
7.2	Report to Heads of Departments meeting	Chair/ IQAC	Submitted	
7.3	Report to the Faculty Board	Chair/ IQAC	Submitted	



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