

## Quality Assurance Activities – Action Plan for 2018

Proposed by QA Cell, Faculty of Health Sciences

No	Action	Responsible person	Time frame	Monitoring
<b>Course evaluations</b>				
1.	Evaluate course materials of 2 courses from each programme – sample to include students from all centres	Head; Course coordinator	Complete by end of 1 <sup>st</sup> or 2 <sup>nd</sup> semester	Departmental meeting
2.	Students' evaluation of Day schools of the above 2 courses from each programme – including all Centres	Head; Course coordinator	Complete during 1 <sup>st</sup> or 2 <sup>nd</sup> semester	Departmental meeting
3.	Peer evaluation of Day Schools of the above 2 courses from each programme - including all Centres	Head; Course coordinator	Complete during 1 <sup>st</sup> or 2 <sup>nd</sup> semester	Departmental meeting
<b>Course delivery and Examination matters</b>				
4.	Make recommendations for improvement of student attendance at day schools	Heads	Complete before 1 <sup>st</sup> semester	Departmental meeting
5.	Record day schools for 2 courses of each programme	Head; relevant academics	Complete during 1 <sup>st</sup> or 2 <sup>nd</sup> semester	Departmental meeting
6.	Develop MOODLE Online courses for all courses of each programme	Head; relevant academics; Course coordinators	Complete during 1 <sup>st</sup> or 2 <sup>nd</sup> semester	Departmental meeting
7.	Issue updated course materials for all relevant courses at registration/before 2 <sup>nd</sup> semester	Head; relevant academics; Course coordinators	Complete before 1 <sup>st</sup> or 2 <sup>nd</sup> semester	Departmental meeting
8.	Release 1 <sup>st</sup> CAT marks before 2 <sup>nd</sup> CAT	Head; Course coordinators	Throughout both semesters	Departmental meeting
9.	Release eligibility marks by the due date	Head; Course coordinators	Complete by specified deadline in 1 <sup>st</sup> & 2 <sup>nd</sup> semesters	Departmental meeting
10.	Submit Final examination marks at least within 6 weeks of examination	Head; Chief examiners	Complete within 6 weeks of examination	Departmental meeting
11.	Return CAT papers to students immediately after Eligibility marks are released	Course coordinators	Complete at end of 1 <sup>st</sup> or 2 <sup>nd</sup> semester	Departmental meeting
<b>Academic administration</b>				
12.	Update OMIS registration and re-registration modules with new course codes, pre-requisites; activate/ deactivate courses; implement lapsing eligibility, etc at least 2 months before registration	Head; Departmental Reps/Registration Committee	Complete 02 months before registration	Departmental meeting Registration Committee meeting

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13.	Finalise semester schedules of both semesters of all programmes at least two weeks before registration	Head	Complete before registration	Departmental meeting Registration Committee meeting
14.	Finalise Final examination time tables of both semesters of all programmes at least two weeks before registration	Head	Complete before registration	Departmental meeting Registration Committee meeting
15.	Update Course structures/ Schedules/ Activity diary in OMIS at least one week before registration	Head; Departmental Reps/Registration Committee	Complete before registration	Departmental meeting Registration Committee meeting
<b>Staff development</b>				
16.	Organize at least 02 workshops for academic staff – one common to faculty and one from each department	Heads Reps in committees	Complete during the calendar year	Departmental meeting
<b>Monitoring of QA Action Plan</b>				
17.	Report to relevant committees and Faculty Board to monitor implementation of QA action plan	Chairperson/QA cell; Dean	Throughout the year	QA cell meetings – bi monthly Heads meeting – quarterly Faculty Board – end of year

Coordinator  
Faculty QA Cell  
Faculty of Health Sciences