

Quality Assurance Activities – Action Plan for 2019
Proposed by QA Cell, Faculty of Health Sciences

	Activity/Action	Responsible Entity/Person	Time Frame	Monitoring
1	Strengthening the Faculty of QA Cell			
1.1.	Appointing Project Assistant to support the QA activities of the Faculty	Dean	During the first six months	IQAU
1.2	Acquisition of space and equipment for the FQAC	Dean	During the first six months	IQAU
2	Strengthening QA Practices in the Faculty			
2.1	Course Delivery			
	2.1.1. Record Day Schools for at least 2 courses of each programme	Head; relevant academics	Complete during 1 st or 2 nd semester	Departmental meeting
	2.1.2. Develop MOODLE Online courses for all courses of each programme	Head; relevant academics	Complete during 1 st or 2 nd semester	Departmental meeting
	2.1.3. Deliver Day Schools via Big Blue Button (BBB) for at least one course	Head; relevant academics	Complete during 1 st or 2 nd semester	Departmental meeting
	2.1.4. Issue updated course materials for all relevant courses at registration/before 2nd semester	Head; relevant academics; Course coordinators	Complete during 1 st or 2 nd semester	Departmental meeting
2.2	Examination Matters			
	2.2.1. Release 1st CAT marks before 2nd CAT	Head; Course coordinators	Throughout both semesters	Departmental meeting; Heads meeting

	2.2.2. Release eligibility marks by the due date	Head; Course coordinators	Completed by specified deadline in 1 st & 2 nd semesters	Departmental meeting; Heads meeting
	2.2.3. Submit final marks at least within 6 weeks of examination	Head; Chief examiners; Course coordinators	Complete within 6 weeks of examination	Departmental meeting; Heads meeting
	2.2.4. Return CAT papers to students immediately after eligibility marks are released	Course coordinators	Complete at end of 1 st or 2 nd semester	Departmental meeting
2.3	Academic Administration			
	2.3.1. Update OMIS registration and re-registration modules appropriately, activate/deactivate courses, implement lapsing eligibility, etc. at least 2 months before registration	Head; Departmental Reps/Registration Committee	Complete 2 months before registration	Departmental meeting; Registration Committee meeting
	2.3.2 Finalize semester schedule/examination time tables of both semesters of all programs at least two weeks before registration	Head; Departmental Reps	Complete before registration	Departmental meeting; Registration Committee meeting
	2.3.3. 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
2.4	Staff Development			
	2.4.1. Conducting awareness program for academic and non-academic staff on quality assurance in ODL/Faculty academic activities (Internal and External)	FQAC	Complete during the calendar year	Heads meeting
	2.4.2. Organize Monthly 'Capacity Enhancement Training Workshops' for both academic and non-academic staff	Excel @ FHs Organizing	Complete during the calendar year	Heads meeting

		Committee/ FQAC		
	2.4.3. Organize 'Staff Talks' from internal academics on a rotational basis for the Faculty, every two months - as a forum to discuss global research trends and inventions or their own research idea	Head; Academic Staff; FQAC	Complete during the calendar year	Departmental meeting
	2.4.4. Implementation of self-appraisal form by academics of each department	Head; Academic Staff	Targets to be set at the beginning of year; Whether targets achieved to be checked at the end of the year	Departmental meeting
2.5	Publishing Activities in Website			
	2.5.1. Publishing QA activities in website and remove after completion of the event	FQAC/Faculty Web Committee Rep	Throughout the year	Heads meeting
	2.5.2. Providing up-to date information to the students through Faculty Webpages	Head; Faculty/ Department Web Committee Reps	Throughout the year	Departmental meeting
3	Designing/adopting Quality Assurance Tools			
3.1	Designing of Faculty specific common feedback forms for			
	3.1.1. MOODLE Courses	Heads; Academic staff; FQAC	Complete during the calendar year	Heads meeting; IQAU
	3.1.2. Feedback forms for training workshops	Heads; Academic staff; FQAC	Complete during the calendar year	Heads meeting; IQAU

4	Implementing of Quality Assurance Tools			
4.1	Course Evaluation			
	4.1.1. Students' evaluation of Day Schools of the 02 courses from each program – including all Centres (For Internal Staff)	Head; Course coordinators	Complete during of 1 st or 2 nd semester	Departmental meeting
	4.1.2. Students' evaluation of Day Schools of minimum 01 course from each programme (For External Staff)	Head; Course coordinators	Complete during of 1 st or 2 nd semester	Departmental meeting
	4.1.3. Evaluate laboratory sessions of 02 courses, where relevant	Head; Course coordinators	Complete during of 1 st or 2 nd semester	Departmental meeting
	4.1.4. Evaluate course materials of 02 courses from each programme – sample to include students from all Centres	Head; Course coordinators	Complete during of 1 st or 2 nd semester	Departmental meeting
	4.1.5. Evaluate 02 MOODLE courses from each programme	Head; Course coordinators	Complete during of 1 st or 2 nd semester	Departmental meeting
	4.1.6. Peer evaluation of Day Schools (DS) of 02 courses from each programme	Head; Course coordinators	Complete during of 1 st or 2 nd semester	Departmental meeting
	4.1.7 Comprehensive analysis of student performance in CA and Final Examinations (At least one course per department)	Head; Academic staff	Complete during of 1 st or 2 nd semester	Departmental meeting
4.2	Analyze and Submit Evaluation Results			
	4.2.1. Submit Results of Day School (DS), laboratory sessions; project work, and course materials evaluation to the relevant departments	FQAC	Complete during 1 st or 2 nd semester	Departmental meeting

	4.2.2. Incorporate of students' feedback into course delivery (Course teachers and Course materials)	Head	Complete during 1 st or 2 nd semester	Departmental meeting
5	Monitoring of QA Action Plan			
5.1	Report to relevant committees and Faculty Board to monitor implementation of QA action plan.	Chairperson/QA Cell; Dean	Throughout the year	QA cell meetings; Monthly; Heads meeting and IQAU meeting quarterly; Faculty Board and IQAU meeting end of year