

Quality Assurance Activities – Action Plan – 2019
Monitoring Report to Faculty Board
Faculty of Health Sciences

| No | Action/Activity | 2018 | Progress – up to December 2019 | Comments |
|--------------|--|---|---|---|
| 1 | Strengthening the Faculty of QA Cell | | | |
| 1.1 | Appointing Research Assistant to support the QA activities of the Faculty/ Responsibility: Dean; Time Frame: Completed during the first six months. | | | |
| | Dean's Office | N/A | Appointed a research assistant to the QA Cell | Completed |
| 1.2 | Acquisition of space and equipment for the FQAC/ Responsibility: Dean; Time Frame: Completed during the first six months. | | | |
| | Dean's Office | N/A | Separate space and equipment were provided | Completed |
| 2 | Strengthening QA Practices in the Faculty | | | |
| 2.1 | Course Delivery | | | |
| 2.1.1 | Record Day Schools for at least 2 courses of each program/ Responsibility: Head; relevant academics; Time Frame: Complete by end of 1 st or 2 nd semester. | | | |
| | Nursing | 02/02 | 02/05 DS completed in NGU5207 03/07 DS completed in NGU5406 | Remaining day schools will be recorded during 2019/20 |
| | MLS | Record 01/04 of MLU3149 and 01/06 of MLU3242 2 nd semester 2017/18 | Revision day school recorded via - BBB for MDU4303 completed. 01/03 DS completed for MDU5209 | Remaining day schools will be recorded during 2019/20 |
| | Pharmacy | 00/02 | 04/04 DS completed in FMU3300 Revision DS completed in FMU4307 | Completed |
| | Basic Sciences | 00/02 | Not achieved | Will be done DS recording for the courses offer during 2019/20 |
| | Psychology | 00/02 | 04/05 DS completed for PLU 3311 01/04 DS completed for PLU 3309 | Remaining day schools will be recorded during 2019/20 |
| 2.1.2 | Develop MOODLE Online courses for all courses of each program/ Responsibility: Head; relevant academics; Time Frame: Complete during 1 st or 2 nd semester; Monitoring: Departmental meeting. | | | |
| | Nursing | 12/16 | 14/18 completed | Will be complete NGU5300 and NGU5401 during 1st semester of 2019/20 |
| | MLS | 15/25 completed | 14/14 completed | Completed |
| | Pharmacy | 15/21 courses completed | 27/28 completed | Will be complete for FMU3206 during 1st semester of 2019/20 |
| | Basic Sciences | 03/09 completed | 06/09 completed | Completed for semester I and II courses 2018/19 |
| | Psychology | 05/05 Completed | 06/06 completed | Completed |
| 2.1.3 | Deliver Day Schools via Big Blue Button (BBB) for at least one course/ Responsibility: Head; relevant academics; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Nursing | N/A | Not achieved | Will be offer courses via BBB 2019/20 academic year |

| | | | | |
|--------------|--|--|--|---|
| | MLS | N/A | Completed 01/04 DS for MDU5211 Completed 01/04 DS for MDU6800 | Completed |
| | Pharmacy | N/A | All the DS completed for FMU4205, FMU6304 and FMU4302. Additionally completed 04/06 DS (FMU5501), 02/04 DS (FMU3300) and 03/05 DS (FMU3401) | Completed |
| | Basic Sciences | N/A | Not achieved | Will be offer courses via BBB 2019/20 academic year |
| | Psychology | 02/04 DS completed PLU3301in semester I | Completed 05/05 DS for PLU3311 | Completed |
| 2.1.4 | Issue updated course materials for all relevant courses at registration/before 2nd semester Responsibility: Head; relevant academics/ Course coordinators; Time Frame: Complete before 1 st or 2 nd semester; Monitoring: Departmental meeting | | | |
| | Nursing | Not achieved | 09/18 completed (NGU5300, NGU5303, NGU5405, NGU6304, NGU6305, NGU6311, NGU6803, NGU6910, NGU5207) 05/18 partially completed (NGU5406, NGU5302, NGU5404, NGU6601, NGU6602) | Will be completed for remaining courses during 2019/20 academic year |
| | MLS | 05/25 completed | 05/14 courses completed MDU 4302, MDU4303, MDU3207, MDU5202, MDU 5209 for semester II - 2018/19 | Will be completed for remaining courses during 1 st semester 2019/20 |
| | Pharmacy | Not achieved | 06/27 completed (FMU3206, FMU5207, FMU6300, FMU3300 FMU3205, FMU4307, FMU6303) 06/27 Partially completed (FMU3302-BI, FMU4300-BI, FMU4303-BI, FMU4304 BI, FMU5400-BI, FMU5501-BI) | Will be completed for remaining courses during 1 st semester 2019/20 |
| | Basic Sciences | 06/09 completed | 09/09 Completed – Semester I and II courses 2018/19 (BSU4245, BSU5230, BSU3341, BSU3341, BSU3230, BSU5335, BSU4230, BSU3340, BSU4340) | Completed |
| | Psychology | 05/05 completed in Semester I | Completed for 06/06 courses of semester II -2018/19 | Completed |
| 2.2. | Examination Matters | | | |
| 2.2.1 | Release 1st CAT marks before 2nd CAT/ Responsibility: Head; Course coordinators. | | | |
| | Nursing | 08/14 courses released on time during 2 nd semester 2017/18 01/09 courses released on time for 1 st semester 2018/19 | Completed for 06/18 courses | Partially achieved |
| | MLS | 06/13 courses released on time during 2 nd semester 2017/18. (0/5) for 1 st semester 2018/19 There were only five subjects 02 NBTs | Completed for 04/04 courses of 2 nd semester 2018/19. | Completed |
| | Pharmacy | 14/15 courses released on time during 2 nd semester | Completed for 14/14 courses- semester II 2018/19 | Completed |

| | | | | |
|--------------|---|---|--|---|
| | | 2017/18 17/17 completed for 1 st semester 2018/19 by the due date | | |
| | Basic Sciences | 04/06 released on time during 2 nd semester 2017/18 | Completed for 07/09 courses of semester I by the due date for year 2018/19 | Partially achieved |
| | Psychology | 05/05 completed semester I-2018/19 | Completed for 06/06 courses of semester II -2018/19 | Completed |
| 2.2.2 | Release eligibility marks by the due date/ Responsibility: Head; Course coordinators | | | |
| | Nursing | 09/14 courses released | Completed for 04/18 courses | Release eligibility marks for some subjects were delayed due to the Trade Union Action |
| | MLS | 12/14 courses released | Completed for 05/14 courses | Release eligibility marks for some subjects were delayed due to the Trade Union Action. |
| | Pharmacy | 16/19 courses released | Completed for 16/17 courses | Release of eligibility mark was delayed only for one subject due to Trade Union Action |
| | Basic Sciences | 06/06 courses released | Completed for 03/03 courses | Completed |
| | Psychology | N/A | Completed for 06/06 courses | Completed |
| 2.2.3 | Submit Final examination marks at least within 6 weeks of examination/ Responsibility: Head; Chief examiners | | | |
| | Nursing | 0/17 courses completed | 05/07 Completed for 1 st semester 2018/19 by the due date | In progress for 2 nd semester, 2018/19 courses |
| | MLS | 13/14 courses completed | 18/39 exams for 1 st Semester 2018/19 and equivalent subjects from previous curriculum | In progress for 2 nd semester, 2018/19 courses |
| | Pharmacy | 10/19 courses completed | 22/30 completed for 1 st semester 2018/19 by the due date 19/25 completed for 2 nd semester 2018/19 by the due date | In progress for 2 nd semester, 2018/19 courses |
| | Basic Sciences | All courses completed for 2017/2018 | All Completed except for 1 st semester by the due date | Completed |
| | Psychology | N/A | 05/05 completed for 1 st semester and 06/06 completed for 2 nd semester 2018/19 | Completed |
| 2.2.4 | Return CAT papers to students immediately after Eligibility marks are released Responsibility Course coordinators; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Nursing | 03/14 completed | Completed for both semester 2018/19. | Completed |
| | MLS | 12/14 completed for 1 st Semester 2018/19 | 08/08 completed for 2 nd semester 2018/19 | Completed |
| | Pharmacy | 15/19 completed | -17/17 completed for 1 st semester 2018/19 16/16 completed for 2 nd semester 2018/19 | Completed |
| | Basic Sciences | CAT 1 released for 02/06 in semester I (BSU 3340, BSU4340) for 2018/19 | 03/06 completed for 1 st semester and 03/03 completed for 2 nd semester 2018/19 | Partially completed for semester I courses Completed for semester II courses |

| | | | | |
|--------------|--|--|--|-----------------------------------|
| | Psychology | N/A | 02/06 courses completed for CA online submissions via MOODLE and 06/06 courses completed before the final examination of the semester II 2018/19 | Completed for semester II courses |
| 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/ Responsibility: Head; Departmental Reps/Registration Committee; Time Frame: Complete 02 months before registration; Monitoring: Departmental meeting, Registration Committee meeting. | | | |
| | Nursing | Achieved for both semesters 2018/19 | Achieved for academic year 2019/2020 | Completed |
| | MLS | Achieved for both semesters 2018/19 | Achieved for academic year 2019/2020 | Completed |
| | Pharmacy | Achieved for both semesters 2018/19 | Achieved for academic year 2019/2020 | Completed |
| | Basic Sciences | Achieved for both semesters 2018/19 | Achieved for academic year 2019/2020 | Completed |
| | Psychology | Achieved for both semesters 2018/19 | Achieved for academic year 2019/2020 | Completed |
| 2.3.2 | Finalize semester schedules/ examination time tables of both semesters of all programmes at least two weeks before registration/ Responsibility: Head; Departmental Reps | | | |
| | Nursing | Achieved for 2 nd semester 2017/18 Achieved for 1 st semesters 2018/19 | Achieved for both semesters 2018/2019 | Completed |
| | MLS | Achieved for 1st semester 2018/19 | Achieved for both semesters 2018/2019 | Completed |
| | Pharmacy | Achieved for 2 nd semester 2017/18 Achieved for both semesters 2018/19 | Achieved for both semesters 2018/2019 | Completed |
| | Basic Sciences | Achieved for 2 nd semester 2017/18 Achieved for both semesters 2018/19 | Achieved for both semesters 2018/2019 | Completed |
| | Psychology | Achieved for both semesters 2018/19 | Achieved for both semesters 2018/2019 | Completed |
| 2.3.3 | Update Course structures/ Schedules/ Activity diary in OMIS at least one week before registration Responsibility: Head; Departmental Reps/Registration Committee | | | |
| | Nursing | Achieved for both 1 st and 2 nd semester 2017/18 Completed for 1 st semester 2018/19 | Achieved for both semesters 2018/19 | Completed |
| | MLS | Achieved for 1st semester 2018/19 | Achieved for both semesters 2018/19 | Completed |
| | Pharmacy | Achieved for both 1 st and 2 nd semester 2017/18 Completed for 1 st semester 2018/19 | Achieved for both semesters 2018/19 | Completed |
| | Basic Sciences | Semester I and II completed before registration for year | Achieved for both semesters 2018/19 | Completed |

| | | | | |
|--------------|--|---|--|---|
| | | 2018/2019 | | |
| | Psychology | Semester I & II Completed before registration of students for 2018/19 | Achieved for both semesters 2018/19 | Completed |
| 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) Responsibility: FQAC; Time Frame: Complete during the calendar year; Monitoring: Heads meeting | | | |
| | FQAC | N/A | Conducted a workshop | Completed |
| 2.4.2 | Organize monthly "Capacity Enhancement Training Workshops" for both academic and non-academic staff Responsibility: Dean; Heads; Time Frame: Complete during the calendar year; Monitoring: Heads meeting. | | | |
| | Reported by Excel @FHS committee | N/A | All workshops completed | Conducted all the workshops allocated for the year 2019 |
| 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/ Responsibility: Heads; Academic Staff; Departmental Reps; Time Frame: Complete during the calendar year; Monitoring: Departmental meeting. | | | |
| | Nursing | N/A | Resource person were identified | Will be conducted during 4 th week of January 2020 |
| | MLS | N/A | "Staff Talk" conducted in 31 st of May 2019 | Completed |
| | Pharmacy | N/A | "Staff Talk" conducted in 28 th October 2019 | Completed |
| | Basic Sciences | N/A | "Staff Talk" conducted in 12 th December 2019 | Completed |
| | Psychology | N/A | "Staff Talk" conducted in 22 nd of July 2019 | Completed |
| 2.4.4 | Implementation of self-appraisal form by academics of each department / Responsibility: Heads/Academic staff; Time Frame Targets to be set at the beginning of the year Checked at the end of the year to see whether targets are achieved; Monitoring: Departmental meeting/at the end of the year. | | | |
| | Nursing | Not Achieved | In Progress | 60% completed |
| | MLS | 05/12 Completed for calendar year 2018 | In Progress | 60% completed |
| | Pharmacy | Partially completed (targets set at the beginning) | 07/07 completed | Completed |
| | Basic Sciences | Not Achieved | In Progress | 60% completed |
| | Psychology | Not achieved | In Progress | 60% completed |
| 2.5 | Publishing Activities in Website | | | |
| 2.5.1 | Publishing QA activities in website and remove after completion of the event/ Responsibility: Faculty/Department Web Committee Rep; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Faculty/Department Web Committee Rep | N/A | Completed up to date | Done for the 2018/19 academic year |
| 2.5.2 | Providing up-to date information to the students through Faculty Webpages. Responsibility: Head; Faculty/ Department Web Committee Reps; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Nursing | N/A | Completed up to date | Done for the 2018/19 academic year |

| | | | | |
|--------------|---|--|--|---|
| | MLS | N/A | Completed up to date | Done for the 2018/19 academic year |
| | Pharmacy | N/A | Completed up to date | Done for the 2018/19 academic year |
| | Basic Sciences | N/A | Completed up to date | Done for the 2018/19 academic year |
| | Psychology | Updated regularly through Dept web noticeboard | Completed up to date | Done for the 2018/19 academic year |
| 3 | Designing/adopting Quality Assurance Tools | | | |
| 3.1 | Designing of Faculty specific common feedback forms for | | | |
| 3.1.1 | MOODLE Courses/ Responsibility: Head; Academic staff; FQAC; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | FQAC | N/A | Not achieved | Will be completed during the 1 st semester 2019/20 |
| 3.1.2 | Feedback forms for training workshops/ Responsibility: Head; Academic staff; FQAC; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | FQAC | N/A | Not achieved | Will be completed during the 1 st semester 2019/20 |
| 4 | Implementing of Quality Assurance Tools | | | |
| 4.1 | Course Evaluations | | | |
| 4.1.1 | Students' evaluation of Day Schools of the 02 courses from each program – including all Centres (<i>For Internal Staff</i>) Responsibility: Head; Course coordinator; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Nursing | 02/02 completed for 2017/18 02/02 completed for 1 st semester 2018/19 (NGU5300, NGU6602) | 02/02 Completed for 2 nd semester 2018/19 (NGU5302 and NGU5207) | Completed |
| | MLS | 02/02 Completed for 2 nd semester 2017/18 02/02 completed for 1 st semester 2018/19 (MDU5303 MDU6301) | 02/02 Completed for 2 nd semester 2018/19 (MDU4303 and MDU5202) | Completed |
| | Pharmacy | 02/02 completed for 2017/18 02/02 completed for 1 st semester 2018/19 (FMU5400, FMU3302) | 02/02 Completed for 2 nd semester 2018/19 (FMU3300, FMU4304) | Completed |
| | Basic Sciences | 02/02 Completed for which academic year 2017/2018 (BSU5335, BSU4340) | 03/03 Completed for 1 st semester 2018/19 (BSU5335, 4230 and BSU3341) 02/02 Completed for 2 nd Semester 2018/19 (BSU3341 and BSU5230) | Completed |
| | Psychology | 02/02 Completed PLU 3303 PLU 3307 for 1 st semester 2018/2019 | 02/02 Completed for 2 nd semester 2018/19 (PLU 3308/PLU 3310) | Completed |
| 4.1.2 | Students' evaluation of Day Schools of the 02 courses from each program – including all Centres (<i>For External Staff</i>) Responsibility: Head; Course coordinator; Time Frame: Complete by end of 1 st or 2 nd semester. | | | |
| | Nursing | N/A | 02/02 Completed for 2 nd semester 2018/19 (NGU6601 and NGU5302) | Completed |

| | | | | |
|--------------|--|--|---|--|
| | MLS | N/A | Completed for 2 nd semester 2018/19(MDU5401) | Completed |
| | Pharmacy | N/A | Completed for 2 nd semester 2018/19 (FMU4307) | Completed |
| | Basic Sciences | 02/02 Completed (BSU5335, BSU4340) | Not achieved | Will be done during the academic year 2019/20 for visiting staff |
| | Psychology | N/A | Completed for 2 nd semester 2018/19 (PLU 3204) | Completed |
| 4.1.3 | Evaluate laboratory sessions of 02 courses of each programme/ Responsibility: Head; Course coordinator; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Nursing | N/A | N/A | No Laboratory sessions |
| | MLS | N/A | Completed for 2 nd semester 2018/19 for MDU4302 | Completed |
| | Pharmacy | N/A | Completed for 2 nd semester 2018/19 for FMU4306, FMU5504 | Completed |
| | Basic Sciences | N/A | 02/02 Completed. (BSU5230, BSU4245) | Completed |
| | Psychology | N/A | N/A | No Laboratory sessions |
| 4.1.4 | Evaluate course materials of 2 courses from each programme - sample to include students from all centres Responsibility: Head; Course coordinator; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Nursing | 02/02 completed for 2017/18 01/02 completed for 1 st semester 2018/19 (NGU5300) | Not achieved | Not achieved |
| | MLS | 02/02 completed for 2017/18 02/02 completed for 1 st semester 2018/19 (MDU5303, MDU6301) | Completed for 2 nd semester 2018/19 for MDU4302 and MDU5202 | Completed |
| | Pharmacy | 02/02 completed for 2017/18 02/02 completed for 1 st semester 2018/19 (FMU5400, FMU3302) | 02/02 Completed for 2 nd semester 2018/19 (FMU3300, FMU4304) | Completed |
| | Basic Sciences | 01/02 completed (BSU 5335) | 03/03 completed. (BSU5335, BSU3341 and BSU5230) | Completed |
| | Psychology | 02/02 completed for Semester I of 2018/19 for PLU3206, PLU 3307 | Completed for 2 nd semester 2018/19 for PLU3309 and PLU3311 | Completed |
| 4.1.5 | Evaluate 02 MOODLE courses from each programme. /Responsibility: Head; Course coordinator; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Nursing | N/A | Not Achieved | Will be done for courses offer during 2019/20 |
| | MLS | N/A | Not Achieved | Will be done for courses offer during 2019/20 |

| | | | | |
|--------------|--|--|---|---|
| | Pharmacy | N/A | 02/02 completed for 2nd semester 2018/19 (FMU3300, FMU4304) | Completed |
| | Basic Sciences | N/A | Not Achieved | Will be done for courses offer during 2019/20 |
| | Psychology | N/A | 02/02 completed for 2nd semester 2018/19 (PLU 3311, PLU 3309) | Completed |
| 4.1.6 | Peer evaluation of Day Schools of the above 2 courses from each programme - including regional centers Responsibility: Head; Course coordinator; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Nursing | 02/02 completed for 2017/18 01/02 completed for 1 st semester 2018/19 (NGU5300) | 02/02 completed for 2 nd semester 2018/19 | Completed |
| | MLS | 02/02 completed for 2017/18 Done for all subjects in 1 st semester, 2018/19 | 02/02 completed for MDU5202 and MDU4303 | Completed |
| | Pharmacy | 02/02 completed for 2017/18 02/02 completed for 1 st semester 2018/19 (FMU5400, FMU3302) | 02/02 completed for 2 nd semester 2018/19 (FMU3300, FMU4304) | Completed |
| | Basic Sciences | 00/02 Not Achieved | 02/02 completed for 2nd semester 2018/19 (BSU3341, BSU5230) | Completed |
| | Psychology | 02/02 completed for PLU 3301 PLU 3303 | 02/02 Completed for 2nd semester 2018/19 (PLU 3310, PLU3308) | Completed |
| 4.1.7 | Comprehensive analysis of student performance in CA and Final Examinations (At least one course per department) Responsibility: Head; Course coordinator; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Nursing | N/A | Completed | Completed |
| | MLS | N/A | Completed for CA in MDU4303 | Completed |
| | Pharmacy | N/A | Completed for CA in FMU4307 & FMU4304 | Completed |
| | Basic Sciences | N/A | In progress for BSU3230 and BSU5230 | Completed |
| | Psychology | N/A | Completed for CA in PLU3307 | Completed |
| 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 Responsibility: FQAC; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | FQAC | N/A | DS Evaluation reports -Semester I & II- Completed Course Unit Evaluation reports - Semester I - Completed Laboratory Evaluation reports - Semester II - Completed | Course Unit Evaluation reports – Semester II - In progress |
| 4.2.2 | Incorporate students' feedback into course delivery (Course teachers and Course materials)/ Responsibility: Head; Time Frame: Complete by end of 1 st or 2 nd semester | | | |
| | Nursing | In progress | Analyzed reports were received to the department. | The reports were discussed at the department meeting and actions to be finalized. |
| | MLS | In progress | Analyzed reports was received to | The reports were discussed at |

| | | | | |
|------------|---|-------------|--|---|
| | | | the department. | the department meeting and actions to be finalized. |
| | Pharmacy | In progress | Analyzed reports were received to the department. | The reports were discussed at the department meeting and actions to be finalized |
| | Basic Sciences | In progress | Analyzed reports were received to the department. | The reports were discussed at the department meeting and action plan was prepared based on evaluated reports. |
| | Psychology | N/A | Analyzed reports were received to the department. | The reports were discussed at the department meeting and actions to be finalized |
| 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 | | | |
| | QA cell meetings monthly Responsibility: Chairperson/QA cell | Completed | Reported (January - December 2019) | Completed |
| | IQAU Meeting Responsibility: Chairperson/QA cell | Completed | QA Action Plan Monitoring Report submitted to the each IQAU meetings 2019 | Submitted to the each IQAU meetings |
| | Quarterly report to Heads meeting Responsibility: Chairperson/QA cell; | Completed | January to June Report submitted (June 2019) July to October Report submitted (November 2019) | Completed |
| | End of year Faculty Board report Responsibility: Dean | Completed | Submitted to January Faculty Board meeting | Will be report in January 2020 |
| | End of the year IQAU meeting Responsibility: Chairperson/QA cell; | Completed | In progress | Will be report in January 2020 |

.....
Dr. H. M. C. J. Herath
Coordinator, QA Cell/Faculty of Health Sciences
31st December 2019