



THE  
**OPEN UNIVERSITY**  
OF SRI LANKA



# **Quality Assurance Action Plan 2021**

**The Faculty of Management Studies of the  
Open University of Sri Lanka**

Activity No.	Activity	Responsible Entity/Person	Remarks
<b>1</b>	<b>Strengthening the Faculty of Management Studies QA Cell</b>		
1.1	Appointing a Project Assistant to support the QA activities of the Faculty	Dean/FMS	Appointing a Project Assistant will be done in March 2021
1.2	Acquisition of space and equipment for the FQAC	Dean/FMS	Acquisition of space and equipment for the FQAC will be done in March 2021
1.3	FMS Quality Cell in the Faculty Web Page	FQAC	FMS Quality Cell in the Faculty Web Page will be available by March 2021
<b>2</b>	<b>Strengthening QA Practices in the Faculty of Management Studies</b>		
2.1	Conducting an awareness program for junior academic staff (permanent /temporary) on quality assurance	FQAC	The awareness session will be conducted via zoom with the participation of all the senior and junior academic staff of Faculty of Management Studies.
2.2	Conducting an awareness program for nonacademic staff about the Faculty Academic Activities/ quality assurance	FQAC	The awareness session will be conducted via zoom with the participation of all the nonacademic staff and the contract staff of Faculty of Management Studies.
2.3	Arranging a discussion on quality assurance in ODL for academic staff	FQAC	The discussion will be conducted via zoom with the participation of all the senior and junior academic staff of Faculty of Management Studies.
2.4	Faculty will conduct online meeting with Assistant directors and their staff with selected Regional Centers for quality assurance purpose	Dean/FMS/ FQAC	The discussion forum will be held with the participation of director RES, Assistant directors of all regional /study centers

2.5	Conducting an open dialogue with students to get their feedback on the improvement of quality assurance	FQAC	The open discussion will be conducted with all levels of BMS undergraduates in October/November 2021 via Zoom
2.6	Conducting an awareness program for visiting academics on quality assurance in ODL (CRC)	FQAC	The open discussion will be conducted with all visiting academics of BMS programme in November 2021 via Zoom
2.7	Publishing QA activities on website	Coordinator/ FQAC	FQAC will publish information related to completed activities in the OUSL web site under QA Web page in FMS Web interface
2.8	Providing up to date information to students through FMS faculty web page	Department QA Representative and relevant Academic Coordinators	All the relevant information will provide to the students when and where necessary, and any lapses of required documents will be added to existing data base
<b>3</b>	<b>Designing/adopting Quality Assurance Tools</b>		
3.1	Designing of Faculty specific formats for		
	3.1.1 Examination Papers	Coordinator/ FQAC	The team will be appointed to re-scrutinize whether cover page format of Final Examination is used by academics in the faculty at the final examination.
	3.1.2 Dissertations Reports	Academic Coordinator Coordinator/ FQAC	The team will be appointed to re-assess the present structure of the format and new format will be uploaded into QA web site

	3.1.3 Day school Evaluation	FQAC	The day school evaluation form will be collected via independent team related with online and offline day schools from respective course coordinators
	3.1.4 Feedback form for employed students	FQAC	Google form will be set up for this purpose and will be communicated to the employed student in November 2021
<b>4</b>	<b>Implementing of Quality Assurance Tools</b>		
4.1	Student Feedback on Day schools		
	4.1.1 For internal staff (2 courses per Department)	Getting feedback: RES Analysis: FQAC	Discussions are going on to decide on the mechanism to getting feedback for Zoom sessions will be initiated in November/ December 2021
	4.1.2 For Visiting Staff (2 courses per Department)	Getting feedback: RES Analysis: FQAC	Discussions are going on to decide on the mechanism to getting feedback for Zoom sessions will be initiated in November/ December 2021
4.2	Student Feedback on Overall Evaluation of course delivery and analysis (2 courses per Department)	Department QA Representative and relevant Academic Coordinators Analysis: FQAC	This will be initiated in October / November 2021
4.3	Student Feedback on Dissertation work	Department QA Representative and relevant Academic	A formal questionnaire was prepared and survey conducted in May 2021. The analyzed information documented in FMS QA cell.

		Coordinator- FQAC	
4.4	Academic peer Evaluation <i>(At least one for each Department)</i>	Head/ Department QA Representative Analysis: FQAC	Evaluations will be done on Zoom sessions June – August 2021
4.5	Obtain feedback from employers of OUSL graduates <i>(50 students)</i>	Head/ Department QA Representative Analysis: FQAC	This will be initiated in June – August 2021
4.6	Incorporation of agreeable student feedback on course delivery / (on request made by students)	Head/ Department QA Representative and relevant Academic Coordinators	This will be initiated in June – August 2021
4.7	Conducting focus group discussions with students at Regional centers to get their perception on overall delivery	FQAC	This will be initiated in August – September 2021

<b>5</b>	<b>Preparing the action plan for the (BMS Degree program 2021)/ (Monitoring the action plan of the progress review)</b>		
5.1	Availability of completed softcopies of the course material for BMS Programme	Head/ Department QA Representative and relevant Academic Coordinators	This will be initiated in May 2021
5.2	Availability of supplementary online course material for BMS Programme	Head/ Department QA Representative and relevant Academic Coordinators	This will be initiated in May 2021
5.3	Separate file should be maintained for each course module	Head/ Department QA Representative and relevant Academic Coordinators	This will be initiated in May 2021
5.4	Feedback evaluation for assignments and continuous assessments	Head/ Department QA Representative and relevant Academic Coordinators	This will be initiated in November 2021

6	New Programme Development (BMS Honours Degree program 2021-2023)		
6.1	Development of New Programme and prepare four files department wise and collect evidences	Head/ Department QA Representative and relevant Academic Coordinators	Development of four files and collecting evidences related to the Programme Development January 2021 onwards
6.2	Course Team Development and designing course synopsis	Dean/FMS	Conducted an online seminar by Director CETMe on 11 <sup>th</sup> June 2021 in order to make aware members of Faculty of Management Studies.

Quality Assurance Unit  
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