



THE
OPEN UNIVERSITY
OF SRI LANKA



Quality Assurance Action Plan 2022

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

Activity No.	Activity	Responsible Entity/Person	Remarks
1	Strengthening the Faculty of Management Studies QA Cell		
1.1	Implement a new filing system, targeting future programme review and enhancing institutional efficiency.	Dean/FMS	Start January 2022, will continue during first semester of the year 2022.
1.2	Re-arrangement of FQAC Office space	FQAC	Purpose is to create good working atmosphere
1.3	Continuous improvements of the FMS Quality Cell Web Page	FQAC	A separate web page is available for FMS QA cell in FMS web page. It should be further updated. Videos based guides and links will be uploaded in the year 2022
1.4	Train staff for online documentations (retrieval) and data base management	FQAC	Academic Staff, Project assistant of FAQC and staff of the FMS AR office will be trained.
2	Strengthening QA Practices in the Faculty of Management Studies		
2.1	Conducting an awareness program for senior, junior academic staff (permanent /temporary) , non-academic staff on quality assurance	FQAC	The awareness session will be conducted by expert in the area in mid of the year 2022
2.2	Faculty will conduct online meeting with Assistant directors and their staff with 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 and members of FMS via ZOOM.
2.3	Conducting an open dialogue with students to get their feedback on the improvement of quality assurance [all the four levels of BMS students will be taken into consideration]	FQAC	Discussions will be conducted with all levels of BMS undergraduates in mid of the year 2022.
2.4	Conducting an awareness program for visiting academics on quality assurance in ODL (CRC)	FQAC	The discussion will held with visiting academics related to the structure of the BMS degree programme and assessment criteria
2.5	Publishing QA activities in the FMS QA web page	FQAC	FQAC will publish information related to completed activities in the FMS web page

3	Designing/adopting Quality Assurance Tools		
3.1	Designing of Faculty specific formats for		
	3.1.1 Examination Papers	FQAC	The document will be displayed in repository of the FMS QA Cell web page
	3.1.2 Dissertations Reports	FQAC	The document will be displayed in repository of the FMS QA Cell web page
	3.1.3 Day school Evaluation	FQAC	The document will be displayed in repository of the FMS QA Cell web page
	3.1.4 Feedback form for employed students	FQAC	The document will be displayed in repository of the FMS QA Cell web page
	3.1.5 Other relevant documents	FQAC	The documents will be displayed in repository of the FMS QA Cell web page
4	Implementing of Quality Assurance Tools		
4.1	Student Feedback on Day schools		
	4.1.1 For internal staff (2 courses per Department)	FQAC	Students feedback will be taken during first semester of the new academic year 2022
	4.1.2 For Visiting Staff (2 courses per Department)	FQAC	Students feedback will be taken during first semester of the new academic year 2022
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	Students feedback will be taken during first semester of the new academic year 2022 Students feedback will be taken during first semester of the new academic year 2022
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	Supervisors will be appointed in January 2022 and supervisors' initial feedback will be taken. Final feedback will be conducted in June/ July 2022
4.4	Academic peer Evaluation <i>(At least one for each Department)</i>	Head/ Department QA Representative Analysis: FQAC	Evaluation will be taken during first semester of the new academic year 2022
4.5	Obtain feedback from employers of OUSL graduates (50 students)	Head/ Department QA Representative Analysis: FQAC	Feedback will be taken during first semester of the new academic year 2022
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 2022
4.7	Conducting focus group discussions with students at Regional centers to get their perception on overall delivery	FQAC	This will be initiated in May/ June 2022
5	Preparing the action plan for the (BMS Degree program 2022)/ (Monitoring the action plan of the progress review)		
5.1	Availability of completed softcopies of the course material for BMS Programme	Head/ Department QA Representative and relevant Academic Coordinators	The repository at present will be updated and monitored
5.2	Availability of supplementary online course material for BMS Programme	Head/ Department QA	The LMS will be monitored

		Representative and relevant Academic Coordinators	
5.3	Separate file should be maintained for each course module	Head/ Department QA Representative and relevant Academic Coordinators	Files are maintained and updated by the Quality Assurance Cell of the Faculty of Management Studies
5.4	Feedback evaluation for assignments and continuous assessments	Head/ Department QA Representative and relevant Academic Coordinators	The LMS will be monitored
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	This will be monitored. [New course materials are developing]
6.2	Course Team Development and designing course synopsis	Representative and relevant Academic Coordinators	This will be monitored. [Course Team will be appointed during this semester]