

**Quality Assurance Cell, Faculty of Natural Sciences  
Action Plan – Academic year 2019/20, 1<sup>st</sup> semester progress**

	Activity/Action	Responsible Entity	Progress Up to date	Remarks
<b>1</b>	<b>Strengthening the Faculty of QA Cell</b>			
1.1.	Appointing Project Assistant to support the QA activities of the Faculty	Dean	100%	Appointed from July 2019
1.2	Acquisition of space and equipment for the FQAC	Dean	75 %	Has been allocated a room and table, need cupboard
<b>2</b>	<b>Strengthening QA Practices in the Faculty</b>			
<b>2.1</b>	<b>Strengthening awareness</b>			
2.1.1	Conduct awareness programs for academic staff on QA practices and updates on the institutional review and programme review	Dean, Faculty QA Cell	80 %	Three held for academics +1 for all staff with director IQAU
2.1.2	Conduct awareness programs for temporary academic staff and non-academic staff on QA practices and updates on the institutional review and programme review	Dean, Faculty QA Cell	50 %	One conducted for non-academic staff with director IQAU&FQAC
2.1.3	Update QA Faculty website and publish Faculty QA activities in the	Faculty QA Cell, with	70 %	Previous years data uploaded + 19/20 progress uploaded

	Website	Faculty Web committee						
2.1.4	Provide up to date information to students through Faculty web page	Faculty Web committee	60 %	Done by the Faculty, continuously				
2.2	Examination related matters							
			Zoology	Botany	Physics	Chemistry	Mathematics	Computer
2.2.1	Internal moderation of CA papers	Head, Senior coordinator	100 %	100 %	100 %	100%	100 %	100 %
2.2.2	Release/ display 1 <sup>st</sup> CAT marks before 2 <sup>nd</sup> CAT	Course coordinator	100 %	75 %	60%	98%	A decision taken by the Dept. not to release the CAT marks. Only the CAM will be given.	A decision taken by the Dept. not to release the CAT marks. Only the CAM will be given.
2.2.3	Return marked CA papers/ Model answers to students soon after eligibility marks are released	Course coordinator	100 %	100 %	A decision taken by the Dept. not to release the CA papers. The model	100%	A decision taken by the Dept. not to release the CA papers. The model answers	A decision taken by the Dept. not to release the CA papers. The model

					answers are uploaded to MyOUSL		are uploaded to MyOUSL.	answers are uploaded to MyOUSL.
2.2.4	One model final examination question answer to be posted to students (mainly Botany, Zoology)	Course coordinator	20% displayed in Elearn	70% - displayed in Elearn	Display in Elearn	Model paper given to all newly introduced courses	only when the structure of the question paper changes.	Only if the structure of the question paper changes.
2.3	Staff and student motivation							
2.3.1	Organize student research presentation forum (1/2 day programme- of final year research)	Dean, Heads, Faculty QAC	0 %	Under discussion -				
2.3.2	Arrange time tabling activities so that one week break is given per year to all staff	Dean, Heads	0 %	Not relevant for 2019				
<b>3</b>	<b>Designing /adopting QA tools</b>							
<b>3.1</b>	Designing of Faculty common formats for							
3.1.1.	Design a common front page for final examination papers	Faculty QAC, Dean	100 %	Submitted and approved at FB- July/August 2019 Will be resubmitted in April 2020, incorporating comments that arose later				
3.1.2.	Design a feed-back form for moderators of the final exam paper	Faculty QAC	100 %	Implemented for semester 1, 2019/20				

3.1.3.	Design a feed-back form for final year research project assessment	Faculty QAC	0 %	0%				
3.2	Revision of existing feedback forms	IQAU	0 %	0%				In progress by IQAU
4	<b>Implementing of Quality Assurance Tools</b>		Zoology	Botany	Physics	Chemistry	Mathematics	Computer
4.1	Students' evaluation of Day Schools of 02 courses, per level from each Department – <b>(this years main focus for KRC, MRC and JRC)</b>	Head, Dept QA coordinator, Course coordinators, AR/academic coordinators of regional centers	<b>MRC/CRC</b> ZYU5300, ZYU5301 ZYU5302 ZYU5304 ZYU4300 ZYU4301 ZYU4302,	<b>MRC AND KRC</b> done for BYU4303, 4302 And <b>MRC</b> BYU4301	<b>CRC</b> PHU3300 PHU4302 PHU5318	<b>CRC</b> CYU3201 CYU4301 CYU5307	<b>CRC</b> PEU3300, ADU3300, PEU4302, ADU4300, PEU5300, ADU5307	<b>CRC ONLY</b> CSU3301,CSU3302,CSU4303,CSU4315,CSU5317,CSU5304,CSU5305
4.2	Evaluate laboratory sessions of 02 courses (same courses as 4.1)	Head; Dept QA coordinator, Course coordinators	<b>MRC, CRC</b> ZYU5304, ZYU4301, ZYU4300 ZYU5304	<b>KRC</b> BYU4303	<b>CRC/KRC/MRC/JRC/BRC</b>  PHU3300 PHU5318	CYU4302	No laboratory sessions	cSU3301 CSU3302 CSU4303, CSU4315 CSU5317 <b>(Only at CRC)</b>
4.3	Peer evaluation of Day Schools (DS) of 02 courses from each programme	Dept. QA coordinator	CRC ZYU3301 ZYU4300 ZYU5304	Not done	PHU3300 PHU4302 PHU5318	Not done	PEU3300, ADU3300, PEU4302, ADU4300,	CSU 3302, CSU4303 ,CSU5317 <b>(Only at CRC)</b>

							PEU5300, ADU5307 (CRC only)	
4.4	Course evaluation of the same courses selected in 4.1	Dept QA coordinator, Course coordinators		<b>MRC, CRC</b> BYU4301 , BYU4302  <b>KRC</b> BYU4303, BYU4302 -	PHU5305		PEU3300, ADU3300, PEU4302, ADU4300, PEU5300, (CRC only)	CSU3302, CSU4303, CSU5304 CSU5305 <b>(Only at CRC)</b>
4.5	Comprehensive analysis of student performance in CA and Final Examinations (At least one course per Department)	Heads, Dept QA representative, - appointed project assistant	0 %	To be done – as finals of semester 1 are now over				
4.6	Analyze and Submit Results of Day School (DS), laboratory sessions; project work, and course evaluation to the relevant departments	FQAC, appointed project assistant	85%	All forms analyzed and returned to Depts. except few of semester 1 of 2019/20				
4.7	Incorporate of students' feedback into course delivery (Course coordinators and Course material where possible)	Head of Department	0 %	Heads of departments have been asked to discuss at Dept level and report				
4.8	Prepare course dossier for all courses (to include moderated papers, sample	Senior course	100 %	100%	100 %	100 %	100 %	Done at CRC

	papers, model answers/ marking schemes, DS attendance)	coordinator, Head						
4.9	Regular reporting of progress to IQAU and Faculty Board to monitor implementation of QA action plan.	Faculty coordinator QA Cell; Dean	100 %	Regularly reported to faculty Board				
5.0	Preparation for Programme review							
5.1	Appointing of team	Dean, Coordinator QAC	100 %	Team leaders and Dept reps appointed – some changes took place, team- resubmitted for FB approval in March 2020				
5.2	Collection of data and compiling report	Dean, Coordinator QAC	75%	Commenced, meetings held to discuss individual Criterion progress Jan30-Feb7. Second discussion Feb 25-March 03, to be completed by March 31 <sup>st</sup> .				

- Additionally, a student satisfaction survey was designed and implemented for 2019 passing out batch – only around 50 had returned the completed form.
- A questionnaire was prepared for COL-QA research on Student awareness and perception on student support services- -available as a hard copy, needs to be converted so that it can be given on-line

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(QA Cell/Faculty of Natural Sciences 29/02/2020)