

Faculty Quality Assurance Cell- Action plan (2020 final report)

Faculty	Natural Sciences
Progress Reporting Date	12/03/2021
Previous progress reporting date	25/08/2020

	Activity/Action	Responsible Entity/Person	Progress Up to date	Progress since last reporting	Remarks
1	Strengthening the Faculty of QA Cell				
1.1.	Appointing Project Assistant to support the QA activities of the Faculty	Dean	100%	20% New PA appointed	Completed. 1 st PA from July 2019, left 31/08/2020 for Government training, new PA selected February, 2021
1.2	Acquisition of space and equipment for the FQAC	Dean	100%	0 %	Completed. Room, table, cupboard allocated
2	Strengthening QA Practices in the Faculty				
2.1	Strengthening awareness				
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	70 %	0 %	Three held for academics In addition +1 for all staff with director IQAU, 1 more to be held

					before site visit
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 %	0 %	1 Held for non-academics. Planned to have 1 more before review site visit
2.1.3	Update QA Faculty website and publish Faculty QA activities in the Website	Faculty QA Cell, with Faculty Web committee	100 %	50 %	Completed
2.1.4	Provide up to date information to students through Faculty web page	Faculty Web committee	95 %	35 %	Faculty wise being done continuously
2.2	Examination related matters				
2.2.1	Internal moderation of CA papers	Head, Senior coordinator	100 %	0 %	Completed
2.2.2	Release/ display 1 st CAT marks before 2 nd CAT	Course coordinator	75%	0%	Not applicable for semester 2 due to home assignments being some CA
2.2.3	Return marked CA papers/ Model answers to students soon after eligibility marks are released	Course coordinator	100% Semester 1 75 % semester 2	0 % 75 %	Completed semester 1 (Chem -100% with model answers) Upload to Moodle (Phy, Math, CMP) Some delays due to postal issues under pandemic situation

2.2.4	One model final examination question answer to be posted to students uploaded to e-learn/ Zoom recording of RDS posted (mainly Botany, Zoology) At least one/more past final exam paper/s discussed in RDSA (Chemistry)	Course coordinator	100 % 95%	100 %	Completed Semester 2 Done for almost all courses Phy- in eLearn, Maths, Computer only if structure of paper changes Done for almost all (Chem)
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 %	0 %	Under discussion – to be held as a university event
2.3.2	Arrange time tabling activities so that one week break is given per year to all staff	Dean, Heads	0 %	0 %	Not relevant for 2020
3	Designing /adopting QA tools				
3.1	Designing of faculty common formats for				
	3.1.1. Design a common front page for final examination papers	Faculty QAC, Dean	100 %	0 %	Completed Submitted to FB in August 2020 and approved, implemented
	3.1.2. Design a feed-back form for moderators of the final exam paper	Faculty QAC	100 %	0 %	Completed Approved and implemented
	3.1.3. Design a feed-back form for final year research project assessment	Faculty QAC	0 %	0 %	To be done, maybe 2021
	3.1.4 Design a feed-back form for graduate student's satisfaction survey	FQAC	100%	0 %	Completed Draft version given March 2020

					form finalized in August 2020 FB
3.2	Revision of existing feedback forms	FQAC	100 %	80 %	Completed Course, day school, practical and peer evaluations revised
4	Implementing of Quality Assurance Tools				
4.1	Students' evaluation of Day Schools of 02 courses, per level from each Department – (this year main focus for KRC, MRC and JRC)	Head, Dept QA coordinator, Course coordinators, AR/ academic coordinators of regional centers	75 %	0 %	Zoo (8), Bot (4), Phy (5), Che (4), math (6), Cmp (7) Those planned for 2 nd semester may need a new form for feedback on Zoom sessions Not done for semester 2 (because of ZOOM Day schools)
4.2	Evaluate laboratory sessions of 02 courses (same courses as 4.1)	Head; Dept QA coordinator, Course coordinators	80%	0 %	Most Depts have done, Zoo (4), Bot (2), Phy (2), Che (1), CMP (4) Some scheduled in semester 2 not done
4.3	Peer evaluation of Day Schools (DS) of 02 courses from each Department (same as 4.1)	Dept. QA coordinator	40%	0 %	3 Departments (Phy3, Math 6, CMP 3) have done Others planned to do in 2 nd semester were not done for semester 2- due to Zoom DS

4.4	Course evaluation of the same courses selected in 4.1	Dept QA coordinator, Course coordinators	75% +25 %	25 %	Bot (4), Phy(1), Math (5), CMP (4) Additional 25 % for google form- implemented in February/ March 2021
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 %	0 %	Not implemented due to concerns about releasing FE marks out of the exams Dept. and Faculty concerns over maintaining confidentiality and some selected courses being in 2 nd semester
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	100 %	5 %	Completed. Given forms analyzed And returned to Departments
4.7	Incorporate of students' feedback into course delivery (Course coordinators and Course material where possible)	Head of Department	0 %	0 %	Based on 4.6 HoDs were asked to discuss at Dept level and report
4.8	Prepare course dossier for all courses (to include moderated papers, sample papers, model answers/ marking schemes, DS attendance)	Senior course coordinator, Head	100 %	0 %	Completed - at CRC for 2020
4.9	Regular reporting of progress to IQAU and Faculty Board to monitor implementation of QA action plan.	Faculty coordinator QA Cell; Dean	100 %		Completed. Regularly reported
5.0	Preparation for Programme review				

5.1	Appointing of team	Dean, Coordinator QAC	100 %	0 %	Completed in March 2020
5.2	Collection of data and compiling report	Dean, Coordinator QAC	Collection of data -85%	10 %	SER submitted to QAC/UGC on schedule. 30 th June 2020.
			Compiling report – 100%	0 %	Completed
			File preparation 80%	25 %	In progress
				05 %	

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