

**Faculty of Nat. Sci. QA Cell – 2021 Annual Action
Final Progress (End of Feb. 2022)**

	Activity/Action	Responsible Entity/Person	Progress in last report (Dec. 2021)	Final Progress	Remarks
1	Strengthening the Faculty QA Cell				
1.1.	Appointing Project Assistant to support the QA activities of the faculty	Dean, Faculty QA Cell (FQAC)	100%	Completed	New project assistant is available from 1 st March 2021
1.2	Request an email address for Faculty QA Cell	Dean, FQAC	100%	Completed	Received an email for FQAC; use it for communication, save the forms and their responses and reports
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 programme review	Dean, FQAC	0%	0%	Will be held in March/April 2022 before Programme review site visit
2.1.2	Conduct awareness programs for temporary academic staff and non-academic staff on QA practices and updates on programme review	Dean, FQAC	0%	0%	Will be held in March/April 2022 before Programme review site visit
2.1.3	Update Faculty QA webpage and publish FQAC activities on the Website	FQAC with Web admin	40%	60%	Update webpage with new developments continuously

2.2	Examination related matters				
2.2.1	Internal moderation of CA papers	Head, Course coordinator	50%	100%	All the CAT papers were internally moderated
2.2.2	Release/ display 1 st CAT marks before 2 nd CAT	Course coordinator	50%	90%	CAT Marks Uploaded to LMS. In the 2 nd semester could not give marks of physically conducted
2.2.3	Return marked CA papers/ Send model answers to students soon after eligibility marks are released	Course coordinator	50%	70%	Model answers for selected questions uploaded to the LMS for 1 st semester courses. Answers for MCQ questions in the question banks will not be released.
2.2.4	Model answers/Guide for one final examination question paper should be provided (mainly Botany, Zoology)	Course coordinator	50%	80%	Upload to LMS for 1 st semester courses. Need to remind for 2 nd semester courses
2.3	Staff and student motivation				
2.3.1	Update QA Faculty website and publish Faculty QA activities on the Website	FQAC with Web admin	40%	60%	Need to complete in March 2022
2.3.2	Provide up to date information to students through Faculty web page	Faculty Web committee	80%	100%	Update website with new developments continuously
3	Designing /adopting QA tools				
3.1	Designing of faculty common formats/feedback forms				
	3.1.1. Designing a feedback form for final year undergraduates' research projects	Faculty QAC	100%	Completed	Obtained Faculty board approval

	3.1.3 Designing a feedback form for Field Visits	Faculty QAC	0%	90%	Will be sent to the next faculty board for approval
	3.1.3 Designing a common format for final year dissertations	Faculty QAC	0%	90%	Will be sent to the next faculty board for approval
	3.1.4 Designing a feedback form to evaluate online practical classes (New addition)	Faculty QAC	100%	Completed	Prepared on the request of the faculty board
	3.1.5 Designing a form for a survey on students' views on the methods of course delivery and evaluation (CATs) (New addition)	Faculty QAC	100%	Completed	Prepared on the request of the faculty board
3.2	Revision of existing feedback forms and/or conversion to Google forms for better feedback and quick analysis				
	3.2.1 Day school evaluation form for online day schools and face to face day schools	Faculty QAC	100%	completed	Revised and prepared the google form
	3.2.2 Practical classes evaluation form	Faculty QAC	100%	Completed	Revised and prepared the google form
	3.2.3 Peer evaluation form	Faculty QAC	100%	Completed	Revised
	3.2.4 Graduate students' satisfaction survey	Faculty QAC	100%	Completed	Prepared the Google form
4	Implementation of Quality Assurance Tools				
4.1	Students' evaluation of day Schools of 01 course per level from each Department	Head, Dept QA rep., Course coordinators	70%	100%	Completed. Response rate for few courses are not satisfactory
4.2	Students' evaluation of laboratory sessions of 01 course per level from each dept. (some courses	Head, Dept QA rep., Course	70%	100%	Complete. Response rate for few courses are not satisfactory

	do not have a practical component)	coordinators			
4.3	Peer evaluation of day Schools (DS) of 01 course per level from each department (same courses as 4.1)	Head, Dept QA rep., Course coordinators	70%	80%	Need to complete for few courses
4.4	Course evaluation of the same courses selected in 4.1	Dept QA rep, Course coordinators	70%	70%	2 nd semester courses needs to
4.5	Comprehensive analysis of student performance in CA and Final Examinations (At least one course per Department)	Heads, Dept, FQAC	20%	80%	Received result sheets from Examination division. The results of are being analyzed.
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% for 1 st semester courses	20% for 2 nd semester courses	Reports for 1 st semester courses submitted.
4.7	Incorporate of students' feedback into course delivery (Course coordinators and Course material where possible)	Head of Department	30%	50%	Coordinators have been asked to identify weak points and suggest suitable remedial measures.
4.8	Continuous update of course dossiers with documents related to the present academic year for all courses (to include moderated papers, sample papers, model answers/marketing schemes, DS attendance)	Head, Senior course coordinator, Dept. QA rep.	40%	70%	Reminded at the December Faculty Board. Progress will be checked.
4.9	Regular reporting of progress to IQAU and Faculty Board to monitor implementation of QA action plan.	Faculty coordinator QA Cell; Dean	95%	100%	Half year reports will be provided to FB and Once every two months reports to Centre for Quality Assurance (CQA)

4.10	Online practical classes evaluation (New addition)	FQAC	80%	100%	Report submitted to the faculty board
4.11	Survey on students' views on the methods of course delivery and evaluation (CATs) (New addition)	FQAC	20%	100%	Report submitted to the faculty board
4.12	Graduate students' satisfaction survey (New addition)	FQAC	40% (could not report in the Dec. meeting)	80%	190/422 responded. Report will be submitted for the next faculty board
5.0	Preparation for programme review				
5.1	Checking of prepared folders.	Dean, Coordinator QAC	0%	20%	Folders for 3 criteria completed. Folders for the other 3 criteria will be finished in early March. Criterion 6 folders; scanning finished and given for checking.
5.2	Implement of recommendations made at the PR site visit.	Dean, Coordinator QAC	0%	0%	Field visit not scheduled yet

QA Report on the Progress of Course Evaluation Activities in F.NSc. up to end of May 2022 (2020/21 Academic Year – Final Exams ended in April 2021)

Course code and Course	Sem	Description/ Activity	Day school evaluation	Peer evaluation	Practical evaluation	Course evaluation
BYU3301- Organization of Cell	1	Date/Period Resp. (Tot)	23/03/2021 42 (120)	Done	04/08-23/08 204(480)	30/11/2021 71

and Plant Biochemistry		Report sub.	Yes	Yes	Yes	Yes
BYU4303- Microbiology	1	Date/Period Resp. (Tot)	10/05/2021 61 (96)	10/05/21 Done	08/03 - 10/04 51(294)	23/12/2021 79
		Report sub.	Yes	Yes	Yes	Yes
BYU5303- Plant & Man	1	Date/Period Resp. (Tot)	31/03/2021 77(105)	31/03/21 Done	15/08 & 16/08 59(241)	06/12/2021 32
		Report sub.	Yes	Yes	Yes	Yes
CYU3201 - Basic Principles of Chemistry II	2	Date/Period Resp. (Tot)	19 () (E) 6/1/22 45 (100) (S) 6/1/22 08 () (T) 6/1/22	18/1/22 (S) Done	NA*	27/03/2022 Onsite - 124
		Report sub.	Yes	Yes		
CYU4303 - Organic Chemistry I	2	Date/Period Resp. (Tot)	13/10/2021 16 (196)	13/10/2021 Done	NA*	24/03/2022 Onsite - 265
		Report sub.	Yes	Yes		
CYU5308 - Instrumental methods of Chemical Analysis	2	Date/Period Resp. (Tot)	15/10/21 07 (15)	17/01/2022 Done	21/12/2021 4	30/03 – 10/04/2022 Onsite - 06 Online - 08
		Report sub.	Yes	Yes		
CSU3200-Introduction to Computer programming	1	Date/Period Resp. (Tot)	01/04/2021 108 (294)	28/04/21 Done	28/04/21 177 (265)	30/11/2021 41
		Report sub.	Yes	Yes	Yes	Yes

CSU4301-Object Oriented Programming	1	Date/Period Resp. (Tot)	26/04/2021 17 (310)	26/04/21 Done	05/04/21 44 (300)	15/11/2021 06
		Report sub.	Yes	Yes	Yes	Yes
CSU5309- Information Security and Cryptography	2	Date/Period Resp. (Tot)	04/11/21 16 (62)	04/11/21 Done	NA*	11/03/2022 Online - 20 Onsite - 25
		Report sub.	Yes	Yes		
PEU3300 – Mathematical logic and Math proofs	1	Date/Period Resp. (Tot)	30/04/2021 29 (217)	30/04/21 Done	NA*	29/12/2021 24
		Report sub.	Yes	Yes		Yes
ADU4302 – Vector Calculus	1	Date/Period Resp. (Tot)	04/05/2021 18 (75)	04/05/21 Done	NA*	17/11/2021 27
		Report sub.	Yes	Yes		Yes
PEU5305 – Complex Analysis I	1	Date/Period Resp. (Tot)	23/04/2021 04 (13)	23/04/21 Done	NA*	09/11/2021 04
		Report sub.	Yes	Yes		Yes
PHU3202–Waves in Physics	2	Date/Period Resp. (Tot)	29(111) (S)10/10/21 15(31) (T) 5/1/22 8(299) (E)13/1/22	13/1/22 Done (E) Done (S)	NA*	04/03 - 13/03/2022 Online - 48 Onsite - 94
		Report sub.	Yes			
PHU4300-Modern Physics	2	Date/Period Resp. (Tot)	11/1/21 & 1/11/21 38(250)	01/11/21 Done	NA*	09/03 - 30/03/2022 Online - 36 Onsite - 43

		Report sub.	Yes	Yes		
PHU5305-Essentials of Geology	1	Date/Period Resp. (Tot)	10/04/2021 38 (50)	10/04/21 Done	21(66)	25/10/2021 14
		Report sub.	Yes	Yes	Yes	Yes
ZYU3500 – Animal Diversity	1 & 2	Date/Period Resp. (Tot)	11/04/2021 24 (43) KRC (E) 26 (41) KRC (S)	11/04/21 Done (E) Done (S)	05/01/22 - 20/01/22 323 (475)	06/03 - 20/03/2022 Online 302 (478)
		Report sub.	Yes	Yes	Yes	
ZYU4301- Ecology	1	Date/Period Resp. (Tot)	22/04/2021 15 (357)	22/04/21 Done	29/03 - 09/04 112 (357)	03/01/2022 73 (357)
		Report sub.	Yes	Yes	Yes	Yes
ZYU5309 - Paleobiology	2	Date/Period Resp. (Tot)	14/11/2021 08 (09)	15/11/21 Done	23.11.21 23 (36)	17/02 - 15/03/2022 Online - 24(36) Onsite - 05
		Report sub.	Yes	Yes	Yes	

*NA – Not applicable for courses not having a practical component

Dr. N. Nilakarawasam

Coordinator

QA Cell/Faculty of Natural Sciences 21/02/2022