

**Quality Assurance Activities – Action Plan 2023**  
**Faculty of Health Sciences**

	Activity/Action	Responsible Entity/Person	Time Frame	Monitoring
<b>1.</b>	<b>Strengthen Quality Assurance (QA) Practices in the Faculty</b>			
<b>1.1</b>	<b>Quality assurance of course delivery</b>			
1.1.1	Issue updated e-format of course materials for all relevant courses at registration/before commencement 2nd semester	Head /Course Chair/ Course coordinators	Complete before commencement of the 1 <sup>st</sup> and 2 <sup>nd</sup> Semesters	Department meeting
1.1.2	Prepare blueprints for CAs and FEs of each course	Chief Examiners / Course coordinators	Complete during 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
1.1.3	Analyze course completion/ performance - for at least 01 course per department	Head/Course coordinators	Complete at the end of 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
1.2.4	Develop Blended course in LearnOUSL at least 01 course per academic year	Head/Course coordinator	Complete before commencement of the 1 <sup>st</sup> and 2 <sup>nd</sup> Semesters	Department meeting
1.2.5	Develop a fully online course in LearnOUSL at least 01 course per academic year	Head/Course coordinator	Complete before commencement of the 1 <sup>st</sup> and 2 <sup>nd</sup> Semesters	Department meeting
<b>1.2</b>	<b>Strengthen staff to provide a quality service</b>			
1.2.1	Conduct awareness sessions on QA practices for academic and non-academic staff	Coordinator/FQAC	Complete during calendar year	FQAC meeting
1.2.2	Organize Monthly 'Capacity Enhancement Training Workshops' for both academic and non-academic staff	Chairperson/ Excel@FHS Organizing Committee	Complete during calendar year	Excel@FHS meeting
<b>2.</b>	<b>Implement Course Evaluation through Quality Assurance Tools</b>			
<b>2.1</b>	<b>Course/Programme Evaluation</b>			
2.1.1	Students' evaluation of online Day Schools – minimum 01 course from each programme (For Internal Staff)	Head/Course coordinators	Complete during of 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
2.1.2	Students' evaluation of online Day Schools - minimum 01 course from each programme (For External Staff)	Head/Course coordinators	Complete during of 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
2.1.3	Peer evaluation of online Day Schools - 02 courses from each Department	Head/Course coordinators	Complete during 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
2.1.4	Students' evaluation of laboratory sessions - 02 sessions, where relevant	Head/Course coordinators	Complete during of 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
2.1.5	Students' evaluation of course materials - 02 courses from each Department	Head/Course coordinators	Complete during of 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
2.1.6	Evaluate MOODLE courses – 02 from each Department	Head/Course coordinators	Complete during 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
2.1.7	Employer survey of alumni	Head/Rep/FQAC	Complete during the academic year	Department meeting
2.1.8	Evaluate course materials using developmental testing questionnaire – 02 from each semester	Head/Course chair/Course coordinator	Complete during of 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
2.1.9	Graduate students' satisfaction survey	Head/Rep/FQAC	At the end of each academic year	Heads meeting/Faculty board

<b>2.2</b>	<b>Analyse Feedback Data for Action</b>			
2.2.1	Submit results of feedback surveys to relevant departments	FQAC	Complete during 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
2.2.2	Incorporate feedback comments to course delivery/development	Head/Course Coordinator	Complete during 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
2.2.3	Report on action taken on collected feedback to relevant stakeholders	Head/Academic staff	Complete at end of 2 <sup>nd</sup> semester	Department meeting
<b>3.</b>	<b>Monitoring Marks Releasing Process</b>			
3.1	Release 1 <sup>st</sup> CA marks before 2 <sup>nd</sup> CA	Head/Course Coordinator	Complete during 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
3.2	Release eligibility marks by the due date	Head/Course Coordinator	Complete during 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
3.3	Submit final examination marks at least within 6 weeks of examination	Head/Chief Examiner	Complete during 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
3.4	Return CA papers/send model answers to students immediately after eligibility marks are released	Course Coordinator	Complete during 1 <sup>st</sup> and 2 <sup>nd</sup> semester	Department meeting
<b>4.</b>	<b>External Programme Review – UGC QAC Reviews</b>			
4.1	Bachelor of Science Honours in Nursing Degree Programme	Head/Representative FQAC/Coordinator/FQAC	Complete according to the programme review action plan	Department meeting/FQAC meeting/Programme Review meeting
4.2	Bachelor of Medical Laboratory Sciences Honours Degree Programme	Head/Representative FQAC/Coordinator/FQAC	Complete according to the programme review action plan	Department meeting/FQAC meeting/Programme Review meeting
4.3	Bachelor of Pharmacy Honours Degree Programme	Head/Representative FQAC/Coordinator/FQAC	Complete according to the programme review action plan	Department meeting/FQAC meeting/Programme Review meeting
<b>5.</b>	<b>Monitoring Strategic management Plan (SMP)</b>			
5.1	Implement activities according to the time frame provided	Head/Representative FQAC/ Academic staff	Complete during calendar year	Department meeting/FQAC meeting/Heads meeting/Faculty board
<b>6.</b>	<b>Monitor implementation of Faculty QA Action Plan</b>			
6.1	Report to FQAC meeting & Department meeting	Departmental Representative/FQAC	Monthly	FQAC meeting Department meeting
6.2	Report to Heads of Departments meeting	Coordinator/FQAC	Quarterly	Heads meeting
6.3	Report to the Faculty Board	Coordinator/FQAC Dean	At end of the year	Faculty Board/Senate standing committee for QA



Dr. H. M. C. J. Herath  
Coordinator/ Faculty QA Cell  
Faculty of Health Sciences  
21<sup>st</sup> December 2022