Quality Assurance Activities – Action Plan for 2020
Monitoring Report to Faculty Board: January – December 2020
Faculty of Health Sciences

		Activity/Action	2019	Progress up to December 2020	Comments
1.		**Strengthen QA Practices in the Faculty**			
1.1		**Prepare Standard Operating Procedures (SOPs) for selected operations**			
1.1.1.		Prepare SOP for Registration & Re registration activities	New activity introduced for 2020	Completed	Completed
1.1.2.		Prepare SOP for Programme Development & Approval	New activity introduced for 2020	Completed	Completed
1.1.3.		Prepare SOP for Course Development & Approval	New activity introduced for 2020	Completed	Completed
1.2		**Manage records/files for following activities** (as per FQAC checklist)			
1.2.1.		Programme approvals (UGC/University): Proposal, By laws, Regulations (original/revised)			
		Nursing	New activity introduced for 2020	Completed	Completed
		MLS	New activity introduced for 2020	Completed	Completed
		Pharmacy	New activity introduced for 2020	Completed	Completed
		Basic Sciences	New activity introduced for 2020	Completed	Completed
		Psychology & Counselling	New activity introduced for 2020	Completed	Completed
1.2.2.		Student selection for programme			
		Nursing	New activity introduced for 2020	Completed for academic year 2019/2020	Completed
		MLS	New activity introduced for 2020	Completed for academic year 2019/2020	Completed
		Pharmacy	New activity introduced for 2020	Completed for academic year 2019/2020	Completed
		Basic Sciences	New activity introduced for 2020	N/A	N/A
		Psychology & Counselling	New activity introduced for 2020	Completed for academic year 2019/2020	Completed
1.2.3.		Registration & re-registration activities			
		Nursing	New activity introduced for 2020	Completed for academic year 2019/2020	Completed
		MLS	New activity introduced for 2020	Completed for academic year 2019/2020	Completed
		Pharmacy	New activity introduced for 2020	Completed for academic year 2019/2020	Completed
		Basic Sciences	New activity introduced for 2020	No separate folder	No separate folder
		Psychology & Counselling	New activity introduced for 2020	Completed for academic year 2019/2020	Completed
1.2.4.		Programme coordination			
		Nursing	New activity introduced for 2020	Maintain separate file for programme coordination	Completed
		MLS	New activity introduced for 2020	Maintain separate file for programme coordination	Completed
		Pharmacy	New activity introduced for 2020	Maintain separate file for programme coordination	Completed

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	Basic Sciences	New activity introduced for 2020	Maintain separate file for programme coordination	Completed
	Psychology & Counselling	New activity introduced for 2020	Maintain separate file for programme coordination	Completed
1.2.5.	Course dossier for all courses			
	Nursing	New activity introduced for 2020	In progress for the 2nd Semester courses	Will be completed after the final examination of 2nd semester courses in 2019/2020
	MLS	New activity introduced for 2020	In progress for 2nd semester courses	Will be completed after the final examination of 2nd semester courses in 2019/2020
	Pharmacy	New activity introduced for 2020	Completed for 1st semester courses in academic year 2019/2020 (17/17 courses) In progress for 2nd semester courses in academic year 2019/2020 (21/21 courses)	Will be completed after the final examination of 2nd semester courses in 2019/2020
	Basic Sciences	New activity introduced for 2020	Completed 1st Semester courses (6/6 courses) academic year 2019/2020 In progress for the 2nd Semester courses (3/3 courses) academic year 2019/2020	Will be completed after the final examination of 2nd semester courses
	Psychology & Counselling	New activity introduced for 2020	In progress for all semester, I & II courses in academic year 2019/2020	Will be completed after the final examination of 1st & 2nd semester courses in 2019/2020
1.3	**Quality assurance of course delivery**			
1.3.1.	Record Day Schools or Voice Power Points for at least 2 courses of each programme			
	Nursing	02/05 DS completed in NGU5207 03/07 DS completed in NGU5406	Completed via zoom for all courses for 2nd Semester academic year 2019/2020	Completed
	MLS	Revision day school recorded via -BBB for MDU4303 completed. 01/03 DS completed for MDU5209	Completed for MDU4303, MDU5303, MDU4207 via BBB and 1 RDS- MDU4209 via zoom	Completed
	Pharmacy	04/04 DS completed in FMU3300 (Voice Power Points) Revision DS completed in FMU4307 (Recorded in CETMe) Recorded via BBB for other courses	Completed via BBB & Zoom for 15/17 courses for 1st semester - Voice PPT for 01DS of FMU4303 and 4/4 DS of FMU3302 via Zoom Completed via Zoom for all courses (15/15) for 2nd semester academic year 2019/2020 including assigned 2 courses of FMU4302 & FMU5501	Completed
	Basic Sciences	Not achieved	Completed via zoom for all courses for 2nd Semester academic year 2019/2020	Completed
	Psychology & Counselling	04/05 DS completed for PLU 3311 01/04 DS completed for PLU 3309	RDS conducted for PLU3303, PLU3307, PLU3206, PLU4301, PLU4302, PLU4310 via Zoom for 1st semester courses. Completed all the DS via Zoom for 2nd semester courses	Completed

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1.3.2. Develop MOODLE Online courses for all courses of each programme				
	Nursing	14/18 completed	Completed for all courses for 2nd semester.	Completed
	MLS	14/14 completed	Completed for all courses for 2nd semester	Completed
	Pharmacy	27/28 completed	15/15 courses completed for 1st semester academic year 2019/2020 17/17 courses completed for 2nd semester academic year 2019/2020	Completed
	Basic Sciences	06/09 completed	6/6 courses completed for 1st semester academic year 2019/2020 3/3 courses completed for 2nd semester academic year 2019/2020	Completed
	Psychology & Counselling	06/06 completed	10/10 courses completed for 1st semester & 11/11 courses completed for 2nd semester academic year 2019/2020	Completed
1.3.3. Deliver Day Schools via Big Blue Button (BBB) for at least 02 course				
	Nursing	Not achieved	Conducted day schools via BBB for NGU5303(2/5) and NGU6602(2/6) for the 1st semester 2019/2020 Completed for all courses via Zoom for the 2nd semester academic year 2019/2020	Completed
	MLS	Completed 01/04 DS for MDU5211 Completed 01/04 DS for MDU6800	Completed for MDU4303, MDU5303 and MDU4207 (2/6)	Completed
	Pharmacy	All the DS completed for FMU4205, FMU6304 and FMU4302. Additionally completed 04/06 DS (FMU5501), 02/04 DS (FMU3300) and 03/05 DS (FMU3401)	Completed via BBB & Zoom for 17/17 courses for 1st semester academic year 2019/2020 Completed via Zoom for all the courses (15/15 courses) for 2nd semester academic year 2019/2020	Completed
	Basic Sciences	Not achieved	Completed 2 courses (BSU4230, BSU4340) for 1st Semester Completed via Zoom for all courses (3/3 courses) for 2nd Semester	Completed
	Psychology & Counselling	Completed 05/05 DS for PLU3311	5 DS - PLU3301 & PLU4304 conducted via BBB for 1st Semester	Completed
1.3.4. Issue updated course materials for all relevant courses at registration/before 2nd semester				
	Nursing	09/18 completed (NGU5300, NGU5303, NGU5405, NGU6304, NGU6305, NGU6311, NGU6803, NGU6910, NGU5207) 05/18 partially completed (NGU5406, NGU5302, NGU5404, NGU6601, NGU6602)	11/19 completed (NGU5300, NGU5401 NGU5303, NGU5406, NGU5207, NGU6304, NGU6305, NGU6311, NGU6803, NGU5910, NGU6910) 08/19 partially completed (NGU5405, NGU5302, NGU5404, NGU5208, NGU6400, NGU6601, NGU6602, NGU6307)	Completed for most courses

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	MLS	05/14 courses completed MDU 4302, MDU4303, MDU3207, MDU5202, MDU 5209 for semester II - 2018/19	18/26 completed Course material development is completed form MDU3306, MDU3207, MDU4501, MDU4302, MDU4303, MDU4307, MDU4209, MDU5303, MDU5202, MDU5206, MDU5308, MDU5209, MDU6301, MDU6302, MDU6503, MDU5304, MDU5208, MDU5407	Completed for most courses
	Pharmacy	06/27 completed (FMU3206, FMU5207, FMU6300, FMU3300 FMU3205, FMU4307, FMU6303) 06/27 Partially completed (FMU3302-BI, FMU4300-BI, FMU4303-BI, FMU4304 BI, FMU5400-BI, FMU5501-BI)	13/30 completed (FMU3300, FMU3302, FMU3203, FMU3205, FMU3206, FMU4300, FMU4205, FMU4307, FMU5501, FMU5403, FMU5207, FMU6300, FMU6303) 9/30 partially completed (FMU3401, FMU4501, FMU4303, FMU4306, FMU4304, FMU5400, FMU5406, FMU6301, FMU6304)	Completed for most courses
	Basic Sciences	09/09 Completed – Semester I and II courses 2018/19 (BSU4245, BSU5230, BSU3341, BSU3341, BSU3230, BSU5335, BSU4230, BSU3340, BSU4340)	All courses (9/9 courses) completed	Completed
	Psychology & Counselling	Completed for 06/06 courses of semester II - 2018/19	11/11courses completed - semester - I - provided hard copies 10/10 courses completed - semester - II provided e-copies	Completed
1.3.5.	Prepare blueprints for examinations of each course			
	Nursing	New activity introduced for 2020	In progress	Will be completed for 2nd Semester courses
	MLS	New activity introduced for 2020	In progress	Will be completed for 2nd Semester courses
	Pharmacy	New activity introduced for 2020	Completed for 15/15 courses for 1st semester 2019/2020 In progress for 15/15 for 2nd Semester 2019/2020	Completed for 1st semester courses To be completed for 2nd semester courses
	Basic Sciences	New activity introduced for 2020	Completed the 1st draft for all courses (9/9courses) in academic year 2019/2020	To be completed
	Psychology & Counselling	New activity introduced for 2020	Preparation of blueprint for level 3 courses in progress. 01/11 completed	To be completed
1.4	**Strengthen staff for a quality service**			
1.4.1.	Conduct awareness program for academic and non-academic staff on QA practices within the faculty	Conducted a workshop	Awareness workshop on programme review conducted in October 2020	Completed
1.4.2.	Organize Monthly 'Capacity Enhancement Training Workshops' for both academic and non-academic staff	All workshops completed	07 workshops completed	Could not completed all workshops as planned due to COVID-19 pandemic
1.4.3.	Implementation of self-appraisal form by academics of each Department			
	Nursing	Partially completed	In Progress	Not completed
	MLS	Partially completed	In Progress	Not completed
	Pharmacy	07/07 completed	In Progress	Not completed
	Basic Sciences	Partially completed	In Progress	Not completed
	Psychology & Counselling	Partially completed	In Progress	Not completed

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2.		**Design/Adopt Quality Assurance Tools**			
2.1		**Design Faculty specific common feedback forms for following**			
2.1.1.		Day School Evaluation	New activity introduced for 2020	Google form of evaluation form available	Completed
2.1.2.		Course Evaluation	New activity introduced for 2020	Google form of evaluation form available	Completed
2.1.3.		Laboratory Session Evaluation	New activity introduced for 2020	Google form of evaluation form available	Completed
2.1.4.		MOODLE Course Evaluation	Not achieved	Google form of evaluation form available	Completed
2.1.5.		Staff Training Workshop Evaluation	Not achieved	Google form of evaluation form available	Completed
2.1.6.		Developmental testing of sessions	New activity introduced for 2020	Google form of evaluation form available	Completed
2.1.7.		Peer Evaluation of Day schools	New activity introduced for 2020	Google form of evaluation form available	Completed
2.1.8.		Needs survey for new courses/programmes: Prospective students	New activity introduced for 2020	Completed	Completed
2.1.9.		Need survey for new courses/ programmes: Academics, industry experts & potential employers	New activity introduced for 2020	Completed	Completed
2.1.10.		Employer survey (of alumni)	New activity introduced for 2020	Completed	Completed
2.1.11.		Tracer study of alumni	New activity introduced for 2020	Completed	Completed
3.		**Implement Quality Assurance Tools**			
3.1		**Course/Programme Evaluation**			
3.1.1.		Students' evaluation of Day Schools - 02 courses from each Department – including all Centers (For Internal Staff)			
	Nursing		02/02 Completed for 2nd semester 2018/19 (NGU5302 and NGU5207)	Completed for NGU5207 & NGU5404	Completed
	MLS		02/02 Completed for 2nd semester 2018/19 (MDU4303and MDU5202)	Completed for MDU6302 and MDU4302	Completed
	Pharmacy		02/02 completed for 1st semester 2018/19 (FMU5400, FMU3302) 02/02 Completed for 2nd semester 2018/19 (FMU3300, FMU4304)	2/2 Completed for 1st semester academic year 2019/2020 for FMU4501, FMU6303 1/2 Completed for2nd semester academic year 2019/2020 for FMU5501, FMU4302	Completed
	Basic Sciences		03/03 Completed for 1st semester 2018/19 (BSU5335, 4230 and BSU3341) 02/02 Completed for 2nd Semester 2018/19 (BSU3341 and BSU5230)	2/2 Completed for 1st Semester BSU3431, BSU4340 Completed BSU5230 for 2nd semester	Completed
	Psychology & Counselling		02/02 Completed for 2nd semester 2018/19 (PLU 3308/PLU 3310)	2/2 Completed for PLU4301, PLU3206 semester I 2/2 Completed for PLU3204 & PLU4303 semester II	Completed
3.1.2.		Students' evaluation of Day Schools - minimum 01 course from each programme (For External Staff)			
	Nursing		02/02 Completed for 2nd semester 2018/19 (NGU6601 and NGU5302)	Not completed for semester I courses due to pandemic No external staff for semester II courses	Not completed

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	MLS	Completed for 2nd semester 2018/19(MDU5401)	Not completed	Not completed
	Pharmacy	Completed for 2nd semester 2018/19 (FMU4307)	Completed for 1st semester academic year 2019/2020 for FMU6300	Completed
	Basic Sciences	Not achieved	-	N/A - No external staff
	Psychology & Counselling	Completed for 2nd semester 2018/19 (PLU 3204)	Completed for PLU4306 Semester I & PLU4303 for Semester II	Completed
3.1.3.	Evaluate laboratory sessions - 02 courses, where relevant			
	Nursing	N/A	N/A	N/A
	MLS	Completed for 2nd semester 2018/19 for MDU4302	Completed for MDU6302	Partially completed
	Pharmacy	Completed for 2nd semester 2018/19 for FMU4306, FMU5504	Completed for 1st semester academic year 2019/2020 for FMU4501	Will be completed after conducting the practical classes for 2nd semester academic year 2019/2020 for FMU5501
	Basic Sciences	02/02 Completed. (BSU5230, BSU4245)	2/2 Completed for 1st Semester courses BSU3431, BSU5335	Complleted
	Psychology & Counselling	N/A	N/A	N/A
3.1.4.	Evaluate course materials - 02 courses from each Department			
	Nursing	Not achieved	Completed for NGU5207 & NGU5404	Completed
	MLS	Completed for 2nd semester 2018/19 for MDU4302 and MDU5202	Will be completed before the end of 2nd semester 2019/20	Not completed
	Pharmacy	2/2 Completed for 1st semester 2018/19 (FMU5400, FMU3302) 02/02 Completed for 2nd semester 2018/19 (FMU3300, FMU4304)	2/2 Completed for 1st semester academic year 2019/2020 for FMU4501, FMU6303 1/2 Completed for 2nd semester academic year 2019/200 for FMU5501, FMU4302	Completed
	Basic Sciences	03/03 completed. (BSU5335, BSU3341 and BSU5230)	2/2 Completed for 1st semester BSU3431, BSU3340 Completed BSU5230 for 2nd semester	Completed
	Psychology & Counselling	Completed for 2nd semester 2018/19 for PLU3309 and PLU3311	2/2 Completed for PLU4301, PLU3206 semester I 2/2 Completed for PLU3204 & PLU4303 semester II	Completed
3.1.5.	Evaluate MOODLE courses – 02 from each Department			
	Nursing	Not Achieved	In Progress for NGU5207 & NGU5404 Link of the Google form was sent via Moodle courses and responses will be collected for 2nd semester academic year 2019/20	Not completed
	MLS	Not Achieved	Not completed	Not Completed
	Pharmacy	02/02 completed for 2nd semester 2018/19 (FMU3300, FMU4304)	2/2 Completed for 1st semester academic year 2019/2020 for FMU4501, FMU6303 1/2 Completed for 2nd semester academic year 2019/200 for FMU5501, FMU4302	Completed

	Activity/Action	2019	Progress up to December 2020	Comments
	Basic Sciences	Not Achieved	2/2 completed for 1st SemesterBSU3431, BSU5335 Completed BSU5230 for 2nd semester	Completed
	Psychology & Counselling	02/02 completed for 2nd semester 2018/19 (PLU 3311, PLU 3309)	1course completed for semester I	Completed
3.1.6.	Peer evaluation of Day Schools - 02 courses from each Department			
	Nursing	02/02 completed for 2nd semester 2018/19	Completed for 1st semester 2019/2020 (NGU6305)	2nd Semester 2019/2020: DS conducted via zoom
	MLS	02/02 completed for MDU5202 and MDU4303	MLS - completed for MDU5206, MDU4209 and MDU6301	Completed
	Pharmacy	02/02 completed for 1st semester 2018/19 (FMU5400, FMU3302) 02/02 completed for 2nd semester 2018/19 (FMU3300, FMU4304)	2/2 Completed for 1st semester academic year 2019/2020 for FMU4501, FMU6303 2/2 Completed for 2nd semester academic year 2019/2020 for FMU5501, FMU4302	Completed
	Basic Sciences	02/02 completed for 2nd semester 2018/19 (BSU3341, BSU5230)	Not completed due to current situation	DS were conducted via Zoom
	Psychology & Counselling	02/02 Completed for 2nd semester 2018/19 (PLU 3310, PLU3308)	Completed for PLU4301 semester – I course	Partially completed
3.1.7.	Analyze course completion/ performance - for at least 01 course per department			
	Nursing	Completed	Completed CAT marks evaluation for NGU5303 and NGUNGU6304 Courses identified for 2nd semester 2019/2020.	Partially completed
	MLS	Completed for CA in MDU4303	Courses identified. Will be completed during semester - II	Not completed
	Pharmacy	Completed for CA in FMU4307 & FMU4304	Completed CAT marks evaluation for FMU4501, FMU6303 (CAT I & II) for 1st semester academic year 2019/2020	Will be completed after marking of FE papers for 1st Semester and for 2nd semester courses after conducting the evaluations (CATs/FE) for academic year 2019/2020
	Basic Sciences	In progress for BSU3230 and BSU5230	Completed for BSU3431 and BSU4230	Completed
	Psychology & Counselling	Completed for CA in PLU3307	Courses identified. Will be completed during semester - II	Will be complete after Final Examination Semester I
3.1.8.	Analyze graduation rates for each programme			
	Nursing	New activity introduced for 2020	Not completed	Not completed
	MLS	New activity introduced for 2020	Not completed	Not Completed
	Pharmacy	New activity introduced for 2020	Completed and updated up to academic year 2018/2019	Completed
	Basic Sciences	New activity introduced for 2020	Not completed	Not completed
	Psychology & Counselling	New activity introduced for 2020	Not completed	Not completed

		Activity/Action	2019	Progress up to December 2020	Comments
3.2		**Analyze Feedback Data for Action**			
	3.2.1.	Submit results of feedback surveys to relevant departments	DS Evaluation reports - Semester I & II- Completed Course Unit Evaluation reports -Semester I - Completed Laboratory Evaluation reports - Semester II - Completed	Completed semester – I & II courses academic year 2018/19 Completed semester I courses academic year 2019/20	Feedback analysis for semester - II courses - Academic Year 2019/20 in progress
	3.2.2.	Incorporate feedback comments to course delivery/development	New activity introduced for 2020	Department informed their plan of action to implement feedback/comments for 2018/19 academic year	In progress
	3.2.3.	Report on action taken on collected feedback to relevant stakeholders	New activity introduced for 2020	Will be completed during the calendar year	In progress
4.		**Monitor implementation of Faculty QA Action Plan**			
4.1		Report to FQAC meeting & Department meeting	Completed	Monthly reported to FQAC meeting & Department meeting	Completed
4.2		Report to Heads of Departments meeting	January to June Report submitted (June 2019) July to October Report submitted (November 2019)	Quarterly reported to Heads meeting	Completed
4.3		Report to the Faculty Board.	Submitted to January Faculty Board meeting	Report submitted to January 2021 Faculty Board meeting	Completed

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