

IQA Action Plan Monitoring –2018 Progress

Report to Faculty Board / Health Sciences

No	Action/Activity	2017	Progress - up to December 2018	Comments
Course Evaluations				
01	Evaluate course materials of 2 courses from each programme - sample to include students from all centres Responsibility: Head; Course coordinator; Time Frame: Complete by end of 1 st or 2 nd semester			
	Nursing	02/02	02/02	Completed
	MLS	0/02	02/02	Completed
	Pharmacy	0/02	02/02	Completed
	Basic Sciences	0/02	02/02	Completed
02	Students' evaluation of Day schools of <u>the above 2 courses</u> from each programme - including regional centers Responsibility: Head; Course coordinator; Time Frame: Complete by end of 1 st or 2 nd semester			
	Nursing	02/02 completed	02/02	Completed
	MLS	02/02 completed	02/02	Completed
	Pharmacy	03/03 completed for	02/02	Completed
	Basic Sciences	02/02 Completed	02/02	Completed
03	Peer evaluation of Day Schools <u>of the above 2</u> courses from each programme - including regional centres Responsibility: Head; Course coordinator; Time Frame: Complete by end of 1 st or 2 nd semester			
	Nursing	02/02 completed	02/02	Completed
	MLS	02/02 completed	02/02	Completed
	Pharmacy	02/02 completed	02/02	Completed
	Basic Sciences	00/02	00/02	No Progress Will be done for two courses in 2018/19
04	Incorporation of student and peer feedback to improve the courses and course delivery: for the above 2 courses from each programme Responsibility: Head; Course coordinator; Time Frame: Complete in every five years; Monitoring: Departmental meeting			
	Nursing	-	Awaiting feedback from CETMe	In progress
	MLS	-	Awaiting feedback from CETMe	In progress
	Pharmacy	-	Awaiting feedback from CETMe	In progress
	Basic Sciences	-	Awaiting feedback from CETMe	In progress
Course Delivery and Examination Matters				
05	Make recommendations for improvement of student attendance at day schools Responsibility: Head; Time Frame: Complete before 1 st semester; Monitoring: Departmental meeting			
	Nursing		One recommendation was made - Day schools scheduled according to student preferential time	Implemented one recommendation
	MLS		Recommended to schedule day schools of courses at same level on one day	Implemented one recommendation
	Pharmacy		No Progress	Will make at least 01 recommendation
	Basic Sciences		No Progress	Will make at least 01 recommendation

06	Record day schools for 2 courses of each programme- for benefit of students in regions Responsibility: Head; relevant academics; Time Frame: Complete by end of 1 st or 2 nd semester			
	Nursing	NSU3213- 02 DS completed NSU3218 - 01 DS completed NSU4402 -01 DS completed	02/02	Completed
	MLS	01/02 completed for MLS2345.	01/04 of MLU3149 and 01/06 of MLU3242 have completed	21% Progress
	Pharmacy	BPU2122 – 04 DS and BPU4242 -01 DS completed	00/02	No progress Will be done for two new courses in 2018/19
	Basic Sciences		00/02	No progress Will be done for two new courses in 2018/19
07	Develop MOODLE Online courses for all courses of each programme Responsibility: Head; relevant academics/ Course coordinators; Time Frame: Complete during 1 st or 2 nd semester; Monitoring: Departmental meeting			
	Nursing	12 courses	12 courses /16 courses	75% Progress
	MLS	14 courses	7 courses/14 courses	50% Progress
	Pharmacy	-	15 courses/21 courses	71% Progress
	Basic Sciences	-	7 courses/11 courses	64% Progress
08	Preparation of a form for paper moderation (to be filled by the moderator) Responsibility: Head, faculty QA Cell;			
	Nursing		Faculty Board approved a new form for moderation	Completed
	MLS			
	Pharmacy			
	Basic Sciences			
09	Maintaining records of marking schemes, peer reviewed CAT papers, moderated final examination papers, and sample answer scripts in separate folders for each semester Responsibility: Head; Course coordinators; Time Frame: Complete by the end of each semester; Monitoring: Departmental meeting, and after each examination (CATs and finals)			
	Nursing		Completed for 1 st and 2 nd semester 2017/2018	Completed
	MLS			
	Pharmacy			
	Basic Sciences			
10	Issue updated course materials for all relevant courses at registration/before 2 nd semester Responsibility: Head; relevant academics/ Course coordinators; Time Frame: Complete before 1 st or 2 nd semester; Monitoring: Departmental meeting			
	Nursing		Not achieved the target	Updating of course materials is in progress (04/12 completed and Block 01 completed in 5 courses)
	MLS		Not Achieved the target	Updating course materials is in progress (04/17 completed)
	Pharmacy		Not Achieved the target	Updating course materials is in progress (05/30 completed)
	Basic Sciences		01/06 issued at registration	17% Progress 01/06 completed
11	Release 1 st CAT marks before 2 nd CAT Responsibility: Head; Course coordinators			
	Nursing	2017/18 1 st Semester: Released for 02/07 courses	08/14 courses released on time during 2 nd semester 2017/18 (57% achieved)	57% Progress

	MLS	2017/18 1 st Semester: Released for 05/07 courses	06/ 13 courses released on time during 2 nd semester 2017/18 (46% achieved)	46% Progress
	Pharmacy	2017/2018 1 st Semester: Released for 6/7	14/15 courses released on time during 2 nd semester 2017/18 (93% achieved)	93% Progress
	Basic Sciences	2017/2018 1 st Semester: Released for 4/6	04/06 courses released on time during 2 nd semester 2017/18 (66.6% achieved)	67% Progress
12	Release eligibility marks by the due date Responsibility: Head; Course coordinators			
	Nursing	Timely release for 10/16 courses	9/14 courses released	64.3% Achieved
	MLS	Released on time for 13/14 courses	12/14 courses released	85.7% Achieved
	Pharmacy	Released on time for 8/13 courses	16/19 courses released	84.2% Achieved
	Basic Sciences	Released on time for 5/5 courses	06/06 courses released	100% Achieved
13	Submit Final examination marks at least within 6 weeks of examination Responsibility: Head; Chief examiners			
	Nursing	12/17 courses achieved	0/17	No Progress
	MLS	5/6 courses achieved	13/14	93% Progress
	Pharmacy	6/7 courses achieved	10/19	53% Progress
	Basic Sciences	5/7 courses achieved	04/06	67% Progress
14	Return CAT papers to students immediately after Eligibility marks are released Responsibility Course coordinators; Time Frame: Complete by end of 1 st or 2 nd semester			
	Nursing	Returned for NSU4311	03/14 completed	21% Progress
	MLS	Not achieved	12/14 completed	86% Progress
	Pharmacy	Returned for 4 courses	15/19 completed	79% Progress
	Basic Sciences	Not achieved	00/06	No Progress
Academic Administration				
15	Update OMIS registration and re-registration modules with new course codes, pre-requisites; activate/ deactivate courses; implement lapsing eligibility, etc at least 2 months before registration Responsibility: Head; Departmental Reps/Registration Committee; Time Frame: Complete 02 months before registration; Monitoring: Departmental meeting, Registration Committee meeting			
	Nursing	1 st Semester: achieved	Achieved for both semesters	Completed
	MLS	1 st Semester: achieved	Achieved for both semesters	Completed
	Pharmacy	1 st Semester: achieved	Achieved for both semesters	Completed
	Basic Sciences	1 st Semester: achieved	Achieved for both semesters	Completed
16	Finalize semester schedules of all programmes at least two weeks before registration/ before 2 nd semester Responsibility: Head			
	Nursing	2017/2018 1 st Semester: Not achieved	Achieved for 2 nd semester	50% Progress
	MLS	2017/2018 1 st Semester: Not achieved	Achieved for 2 nd semester	50% Progress
	Pharmacy	2017/18 1 st Semester: Not achieved	Achieved for 2 nd semester	50% Progress
	Basic Sciences	2017/2018: 1 st Semester: Not achieved	Achieved for 2 nd semester	50% Progress

17	Forward Final examination time tables of all programmes to Exams Division at least two weeks before registration/ before 2 nd semester Responsibility: Head				
	Nursing	Not achieved	Achieved for one semester	50% Progress	
	MLS	Not achieved	Not achieved	No Progress	
	Pharmacy	Not achieved	Not achieved	No Progress	
	Basic Sciences	-		No Progress	
18	Update Course structures/ Schedules/ Activity diary in OMIS at least one week before registration/ before 2 nd semester Responsibility: Head; Departmental Reps/Registration Committee				
	Nursing	Not achieved for 2017/2018 1 st semester	Achieved for one semester	50% Progress	
	MLS	Not achieved for 2017/2018 1 st semester	Achieved for one semester	50% Progress	
	Pharmacy	2017/2018:1 st Semester: Achieved	Achieved for both 1 st and 2 nd semesters	Completed	
	Basic Sciences	2017/2018 1 st semester: achieved	Achieved for both 1 st and 2 nd semesters	Completed	
Staff Development					
19	Organize at least 02 workshops for academic staff – one common to faculty and one from each department Responsibility: Heads, Reps in committees; Time Frame: Complete during the calendar year; Monitoring: Departmental meeting				
	Nursing	Not Achieved for 1 st semester	Conducted a workshop on “Dengue”	Completed	
	MLS	Not Achieved for 1 st semester	Not Achieved	No progress	
	Pharmacy	Not Achieved for 1 st semester	Conducted a workshop on “Wise use of medical devices”	Completed	
	Basic Sciences	Not Achieved for 1 st semester	Not Achieved	No progress	
	** 01 common workshop completed for 2nd semester 2017/18.				
20	Implementation of self-appraisal form by academics of each department Responsibility: Heads/Academic staff; Time Frame Targets to be set at the beginning of the year Checked at the end of the year to see whether targets are achieved; Monitoring: Departmental meeting/at the end of particular year				
	Nursing		In progress	50% Progress	
	MLS		In progress	50% Progress	
	Pharmacy		In progress	50% Progress	
	Basic Sciences		In progress	50% Progress	
Monitoring of QA Action Plan					
21	Report to relevant committees and Faculty Board to monitor implementation of QA action plan				
	Bi monthly reports to QA cell Responsibility: Chairperson/QA cell		Reported to Faculty QA cell meeting in February, May, June, August, October December		
	Quarterly report to Heads meeting Responsibility: Chairperson/QA cell		Reported to the Heads meeting in the month of January, march, July, September, December		
	End of year Faculty Board report Responsibility: Dean		Reported to January 2019 Faculty Board		
Summary of Progress					
		Nursing	MLS	Pharmacy	Basic Sciences
	Achieved progress as expected	9/19 (47.4%)	10/19 (52.6%)	10/19 (52.6%)	7/19 (36.8%)
	Partially Achieved	8/19 (42.1%)	6/19 (31.6%)	5/19 (26.3%)	7/19 (36.8%)
	No progress	2/19 (10.5%)	3/19 (15.8%)	4/19 (21.1%)	5/19 (26.3%)