PROGRESS REPORT ON PROGRAMME REVIEW ACTION PLAN-
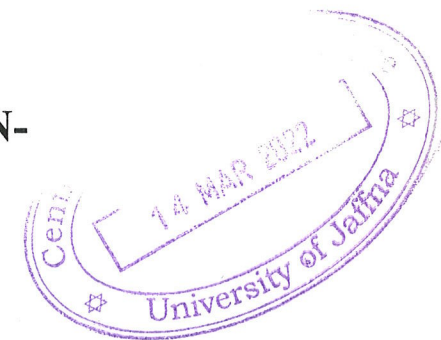## 2020 & 2021
Faculty of Medicine, University of Jaffna.

Criterion 1: *Program Management*

No.	Recommendation by QAC,UGC	Proposed activity/ Sub-activities	Annual targets for key performance indicator		Responsible officer
			2020	2021	
1	Strengthen up ICT platform of the Faculty to implement all key functions and link to the university MIS.	1. FOMIS system implemented	55%	65%	IT Committee
		2. Free wireless access points are installed	80%	95%	
		3. Functional switches room established.	75%	85%	
		4. Local server purchased for the examination purpose	100%	-	
		5. Proposal for the upgrading of the ICT centre.	85%	90%	
		6. Establishment of ICT centre.	75%	85%	
2	Upgrade the Faculty LMS and encourage staff to use LMS in teaching and learning by providing necessary technical and	1. All study materials are being uploaded by the lecturers.	100%	-	Heads of Departments
		2. Students' user credentials have been created for 41st, 42nd, 43rd and 44th batches.	100%	-	Dean's office

	knowledge assistance.	3. Staff username and password created.	100%	-	
3	Issue work norms, duty lists and code of conduct to all staff and monitor regularly.	1. Assign Work norms for each staff category.	55%	65%	Heads of the departments
4	Implement a performance appraisal system. Provide training to improve performance of staff and link to a rewarding system.	1. To be implemented by the human resource development committee.	75%	100%	HRDC
		2. Criteria have to be developed.	70%%	100%	HRDC
5	Measure and monitor implementation of the curriculum and the quality of degree program through multiple measures.	1. Curriculum development and evaluation committee formed.	100%	-	Dean's office and MEU
		a) TOR approved by the faculty board and senate.	100%	-	
		b) Meetings are conducted regularly.	100%	-	
		2. Minor changes in the curriculum approved by the faculty board.	100%	-	
		3. The first workshop of Curriculum revision was held on 12th August 2021.	–	100%	

6	Considering the SBS as a reference point, develop and introduce OBE/ SCL approaches.	1. Circulate the final SBS among the staff and comments in the SBS document have already been sent.	55%	65%	CDEC
7	Establish policies to support differently abled students and to deter SGBVs.	1. Policy for differently abled students was developed.	100%	-	Dean's office
		2. Declaration of disability and medical condition during enrollment by students – consent obtained from the students of the academic year 2019/2020.	100%	-	
		3. Recommendation for disability students developed and approved by the senate.	100%	-	

Criterion 2: *Human and Physical Resources*

No.	Recommendation by QAC, UGC	Proposed activity/ Sub-activities	Annual targets for key performance indicator		Responsible officer
			2020	2021	
1	We strongly recommend that all vacant cadre positions in both academic and non- academic staff of the Faculty have to be filled urgently to cater teaching and learning requirements effectively and efficiently, and meet the emerging needs in higher education.	1. Annually requesting cadre to the UGC	75%	80%	Dean's office
		2. No of cadre filled since PR	40%	55%	
		3. Student and Teachers ratio	33%	40%	
2	Implement a capacity development program for staff to ensure continuous professional development.	1. Lecturer(probationary) induction course	65%	75%	Dean's office
		2. Workshops for academic and non-academic staff regarding IT, communication skills, soft skills and laboratory skills.	30%	50%	
		3. Foreign Training/Local Training	55%	65%	
3	Establish a staff performance appraisal system.	1. HRD Committee and FB established the system	65%	85%	HRD Committee

4	Obtain stakeholder feedback.	1. Public, Patients, Students and Teachers feedback collected	20%	55%	MEU and CDEC
5	Enhance the staff strength of Department of English Language training and Faculty ICT facilities.	1. Establish ICT Center	60%	70%	Dean's office/Alumni
		2. Coordinate with DELT/Faculty of Arts UOJ	60%	72%	
		3. Providing IT accessories with the help of Alumni	65%	70%	
		4. Fixing wireless access point to staff & students	80%	85%	

Criterion 3: *Program Design and Development*

No.	Recommendation by QAC, UGC	Proposed activity/ Sub-activities	Annual targets for key performance indicator		Responsible officer
			2020	**2021**	
1	Introduce a variety of teaching techniques for students of each phase to improve student interest in learning.	1. Integrated tutorials.	-	30%	CDEC
		2. Multi-disciplinary seminars.	-	40%	
		3. Debate.	-	20%	
		4. Role play.	-	75%	
		5. Group activities.	60%	85%	
		6. Zoom and LMS.	65%	85%	
2	Consider to provide necessary facilities for differently abled students and allocate a quota from student intake for them	1. Differently able student policy developed.	50%	100%	Dean's office
		2. Declaration on disability is obtained during the enrolment	100%	-	Dean's office
		3. The subcommittee will be formed to evaluate the special case in disability.	20%	40%	Dean's office

Criterion 4: *Course/Module Design and Development*

No.	Recommendation by QAC, UGC	Proposed activity/ Sub-activities	Annual targets for key performance indicator		Responsible officer
			2020	**2021**	
1	Evidence on course development committee and Faculty course design policy.	1. Curriculum revision policy.	85%	90%	CDEC
2	Conduct a comprehensive course evaluation regularly on its content, appropriateness, and effectiveness of teaching and achievement of learning outcomes.	1. Curriculum revision workshop was held on 12th August 2021.	85%	90%	CDEC
		2. Time allocation was revised for Undergraduate curriculum - Minor changes • Anatomy: Section hours have reduced. • Physiology: Practicals have reduced. • Pathology: Slide projector has been used instead of OSCE.	75%	80%	

3	Enhance the use of ICT in the delivery of courses, course evaluation, and obtaining student feedback.	1. LMS based teaching and learning.	95%	95%	CDEC
		2. Student feedback through LMS.	95%	95%	
		3. Utilization of Zoom in Teaching.	95%	95%	
		4. Evaluation forms (Student feedback, Lecturer evaluation, peer evaluation and course evaluation) in Google form.	80%	85%	

Criterion 5: *Teaching and Learning*

No.	Recommendation by QAC,UGC	Proposed activity/ Sub-activities	Annual targets for key performance indicator		Responsible officer
			2020	2021	
1	Closely align teaching and learning strategies with assessments and learning outcomes.	Not applicable (being practiced)	-	-	-
2	Encourage blended learning	1. Usage of Information Technology. (LMS, Zoom)	70%	95%	MEU and HOD
		2. Usage of video clips.	60%	70%	
		3. Using group activities.	80%	90%	
		4. Teaching based on problem solving.	80%	90%	
3	Improve LMS to deliver a higher number of courses.	1. Introducing post-graduate courses through Faculty of Graduate Studies.	50%	60%	IT Committee
4	Introduce a teacher appraisal system.	1. Developing the tools.	50%	65%	HOD
		2. Getting approval.	40%	50%	
		3. Implementation.	30%	45%	
5	Use the information gained from assessment of student learning to improve teaching-learning.	1. Get the feedback of each academic activity.	65%	70%	HOD

Criterion 6: *Learning Environment, Student Support and Progression*

No.	Recommendation by QAC,UGC	Proposed activity/ Sub-activities	Annual targets for key performance indicator		Responsible officer
			2020	2021	
1	Provide evidence of high level interaction between staff and students.	1. Mentoring programme initiated.	75%	90%	SWWC
		2. Dean's sub group formed.	80%	85%	Dean's office
		3. Forming a sub-committee on evaluating problems of students.	100%	-	SWWC
		4. Strengthening through extra-curricular activities. (Functions, Cricket match – MEDICOS week)	75%	80%	Dean's office
		5. Student wellbeing center established.	50%	70%	SWWC
2	Conduct need analysis and provide evidence on use of data to improve the learning environment and support services for students.	1. Distance conferencing system	-	10%	Dean's office
		2. Financial support.	70%	85%	
		3. Student wellbeing center established.	50%	70%	
		4. Counseling and extra tutorials for failed students.	65%	80%	

3	Develop a policy, strategies and activities aimed at facilitating students with special needs.	1. A disability Policy was developed.	100%	-	Dean's office
		2. Fixing lift and ramp.	45%	55%	
4	Maintain a database of students with up to date records on examination, assessment results, monitoring progression and evidence of feedback given.	1. FOMIS System implemented.	55%	65%	Dean's office
5	Conduct student satisfaction surveys on the degree program, courses offered and support services. Provide evidence on use of findings in improvements.	1. Introductive integrated module (IIM). 44th batch completed.	75%	90%	CDEC
		2. Student feedback forms developed. (phase 1,2 & 3)	50%	65%	
		3. Subject evaluation forms developed.	45%	55%	
6	Provide evidence of maintaining an effective counseling service to facilitate students' progression.	1. Counseling sessions were added to the introductory period sessions.	65%	75%	Dean's office
		2. Welfare and wellbeing facilities	40%	45%	

7	Provide evidence of collaboration between academics and library staff, and teachers motivating students to use the library.	1. Conduct a workshop on BMJ case report.	-	70%	Dean's office
8	Improve ICT infrastructure, develop plans to enhance applications and usage.	1. The application in the UGC format has been placed to the senate.	45%	65%	Dean's office
		2. Preparation of SOP for the ICT centre.	-	50%	
		3. ICT Laboratory established.	65%	75%	
		4. NM & PCSA had been appointed.	-	20%	
		5. IT equipment donations from well wisher	45%	65%	
9	Implement ongoing training programs for students and staff on common learning resources and provide evidence on satisfaction survey reports.	1. Annual undergraduate research symposium.	100%	-	Dean's office
		2. Staff & student presentations in JSA session.	80%	90%	
		3. Attending Jaffna medical Associations scientific session.	85%	90%	

Criterion 7: *Student Assessment and Awards*

No.	Recommendation by QAC, UGC	Proposed activity/ Sub-activities	Annual targets for key performance indicator		Responsible officer
			2020	**2021**	
1	Improve mechanisms to monitor, review and amend the assessment strategies of the degree program periodically.	1. Establishment of Examination unit.	25%	35%	Dean's office
		2. Developing examination standard operating procedure (SOP).	65%	75%	
		3. Allocating exam coordinators.	-	20%	
		4. Declaration of Conflict of interest.	100%	-	
2	Obtain reports from external examiners and incorporate their reports in program improvements.	1. Getting feedback from external examiners after the end of course exam.	55%	65%	CDEC
3	SDC needs to develop a training program schedule for staff involved in assessing students on their roles and responsibilities, and implement.	Not applicable (being practiced)	-	-	-
4	Make arrangements to release the examination results within 3 months.	Not applicable (being practiced)	-	-	-

5	Provide regular, appropriate and timely feedback to students on assessments and use the feedback to promote student learning.	1. Develop student feedback on examination results.	65%	70%	CDEC
6	Introduce appropriate facilities for the students who are disabled after entering the program.	1. Implement a screening programme.	70%	85%	Dean's office CDEC
		2. Formation of sub-committee.	-	20%	

Criterion 8: *Innovative and Healthy Practices*

No.	Recommendation by QAC, UGC	Proposed activity/ Sub-activities	Annual targets for key performance indicator		Responsible officer
			2020	2021	
1	The LMS facility needs to be upgraded in its capacity to cater current and future requirements.	1. Upgrade the space capacity to upload the large size documents.	75%	80%	IT Committee
		2. Training for academic staff for LMS usage.	70%	85%	
2	Monitor LMS usage and train staff and students on using the LMS platform for teaching and learning.	1. Provide training by computer unit.	75%	85%	IT Committee
		2. Assign programmer cum system analyst.	50%	100%	
3	Introduce a reward system for academics to encourage achieving excellence in research and outreach activities.	1. The 375th FB has approved the amended version of the dean's award for excellence in teaching by HRDC.	-	25%	Dean's office
4	Establish a policy and guidelines on credit transfer and provide evidence of students making use of this option.	Not applicable. (being practiced)	-	-	-

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