

Action Plan 2026
Faculty Quality Assurance Cell
Faculty of Technological Studies
University of Vavuniya

No.	Activity	Period	Responsible Entity/Person	Remarks
1	Strengthening the Faculty Quality Assurance Cell			
1.1	Improve infrastructure and resources for FQAC operations.	January - December	Dean/FTS, Coordinator /FQAC	Ensure a dedicated space, IT facilities, and administrative support.
1.2	Digitize and securely archive QA documents, reports, and evidence.	January - December	Coordinator /FQAC	Use cloud or university MIS systems for secure access.
1.3	Maintain and regularly update the QA section of the faculty website.	January - December	Coordinator/FQAC	Include reports, announcements, and QA activities.
1.4	Develop and maintain a faculty QA activity calendar.	January - February	Dean/FTS , Coordinator/FQAC	Share with departments; update quarterly.
1.5	Appoint active QA representatives in all departments and units.	January - December	Dean/FTS , Coordinator/FQAC	Ensure regular coordination with the FQAC.
2	Strengthening Quality Assurance Practices in the Faculty			
2.1	Conduct QA awareness/orientation programs for academic staff.	January - December	Departmental QA Reps, HoDs, Coordinator/FQAC	At least one per semester.

2.2	Conduct awareness programs for non-academic staff on QA and faculty operations.	January - December	Departmental QA Reps, HoDs, Coordinator/FQAC	Promote QA culture among all staff.
2.3	Conduct staff development and capacity-building workshops	January - December	Departmental QA Reps, HoDs, Coordinator/FQAC	Collaborate with Staff Development Centre.
2.4	Conduct annual employee satisfaction survey.	December	Departmental QA Reps, HoDs, Coordinator/FQAC	Analyze results and present at Faculty Board.
2.5	Ensure course content files are properly maintained and reviewed.	January - December	Academic Staffs ,HoDs, Coordinator/FQAC	Conduct random checks for compliance.
2.6	Conduct periodic student meetings with Dean and student counsellors.	January - December	Dean/FTS, HoDs, Coordinator/FQAC, Student Counsellors	Record issues raised and follow up at FQAC.
2.7	Publish QA-related activities, reports, and events on faculty website.	January - December	Coordinator/FQAC, Faculty Web Admin	Ensure transparency and visibility.
2.8	Provide up-to-date information to students (handbooks, notices, calendars, etc.).	January - December	Dean/FTS, HoDs, Faculty Web Admin	Improve student communication and engagement.
2.9	Report student requests and suggestions at Faculty Board meetings.	January - December	Dean, HoDs, Coordinator/FQAC,	Ensure student voice is acknowledged.
3	Designing and adopting Quality Assurance Tools			
3.1	Collect structured student feedback on academic and support services.	January - December	HoDs, Coordinator/FQAC	Use structured feedback forms.

3.2	Summarize and analyze course evaluation feedback each semester.	January - December	Coordinator/FQAC	Report results at Faculty Board.
3.3	Prepare and implement teacher satisfaction and graduate satisfaction surveys.	January - December	Coordinator/FQAC	Obtain Faculty Board approval before circulation.
3.4	Monitor the incorporation of constructive student feedback into course delivery.	January - December	Coordinator/FQAC, HoDs, Dept. QA Representatives	Close the feedback loop.
3.5	Conduct capacity enhancement programs for students (soft skills, learning strategies).	January - December	Coordinator/FQAC, HoDs, Department QA Representatives	Support academic and personal growth.
3.6	Conduct peer review of teaching.	January - December	Coordinator/FQAC, HoDs/ Dept QA Representative/ relevant Academic Coordinators	Ensure quality of teaching.
3.7	Monitor the incorporation of student feedback into teaching practices.	January - December		Improve the quality of academic activities.
4	Implementing Quality Assurance Tools			
4.1	Conduct peer evaluations of interactive learning sessions.	January - December	Coordinator/FQAC, HoDs	Encourage reflective teaching.
4.2	Analyze results of evaluations and submit summary reports.	January - December	Coordinator/FQAC	Submit to Dean and Faculty Board.

	Regular reporting of progress of implementing the QA practices by staff and take appropriate action	January - December	Dean, Coordinator/FQAC	
4.3	Implement improvements based on evaluation outcomes.	January - December	HoDs, Coordinator/FQAC	Update QA website with improvement reports.
4.4	Conduct graduate tracer and satisfaction surveys.	September - December	Coordinator/FQAC	Use results for program review and improvement.
5	Quality Reviews, Documentation, and Reporting			
5.1	Prepare and update the Faculty Self-Evaluation Report (SER).	January - September	Coordinator/FQAC, Dept. QA Reps	Based on UGC Program Review Manual.
5.2	Facilitate Departmental QA reviews and internal audits.	January - December	Dean/FTS, Coordinator/FQAC	Ensure readiness for external review.
5.3	Submit quarterly progress reports to the CQA.	Quarterly	Coordinator/FQAC	Include activity summary and outcomes.

Coordinator/FQAC

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