

## Activity Plan of Internal Quality Assurance Centre for Year 2020 (January to December)

QA Activity	Month of the Year 2020											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Awareness on programme on Institutional Review												
Awareness on programme reviews												
Quality assurance of academic programmes 1												
Quality assurance of academic programmes 2												
Quality assurance of academic programmes 3												
Quality assurance of academic programmes 4												
Workshop for Administrative officers												
Quality assurance of non-academic staff												
Quality assurance of postgraduate programmes												
<b>Faculty of Agricultural Sciences</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
One-day Workshop on Examination Procedures, Rules and Regulations												
A Workshop on Continuous Assessments, Paper Setting, Moderation and Paper Marking												
A workshop on 'Scope of Work' for the non-academic staff												
Residential Workshop to revise/develop the Faculty By-Laws												
One-day workshop on Development of Students' Soft Skills and Personality												
Post-SER Activities: Implementation of the Action Plan of the Programme Review												
<b>Faculty of Applied Sciences</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>

Workshop on file handling and file system management (1 day workshop conducted by internal/external resource persons)													
Final workshop for SER preparation of the SPs conducted by the Faculty (2-day residential workshop-conducted by an external resource person)													
Facilitate student centered learning including introduction of LMS including web based to increase accessibility to knowledge													
Capacity Building/CPD/Training: Leadership and Soft Skills Development Programme (1 day interactive workshop conducted by internal resource persons and an external resource person)													
Workshop on research proposal preparation and awareness on local and international funding sources (conducted by resource persons from NRC, NSF, NASTEC and COSTI )													
Excursion to a hi-tech analytical laboratory to gain exposure on lab management and good laboratory practices (1- workshop)													
<b>Faculty of Geomatics</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>De</b>	<b>c</b>
Workshops (students)													
Workshops (Staff)													
Student & Staff training													
Program review related activities													
<b>Faculty of Management Studies</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>De</b>	<b>c</b>
Continuation of ISO 9001:2015 Quality Management System Certification Process in the faculty [Documentation, Implementation and Verification]													
Initiating and setting up Occupational Health and Safety Management Systems ISO 45001:2018 in the faculty [Developing an Emergency Management Team in FMS Providing trainings and certifications for selected group of students on First aid and Safety]													
Continuation of innovation analysis to optimize the process architecture of FMS and Implementation of													

activities identified through Process Innovation Analysis													
Mini Projects to improve conducive environment of FMS through outcome-based learning Ex. Change Management [BM 4142], Lean &TQM, Process excellence [BM, EBM, MM]													
<b>Faculty of Medicine</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
Appointment of Curriculum revision committee under the curriculum development committee (CDC) for do the required modifications and refining the current curriculum.													
Facilitate student centered learning including introduction of LMS including web based to increase accessibility to the knowledge.													
Enhance the quality of academic and non- academic staff. (Development of performance management system)													
Development of student extracurricular activities such as sports, students' clubs and development of supportive infrastructure facilities													
Workshop in preparation of MCQs and SAQs													
Registration fees for workshops and conferences													
<b>Faculty of Social Sciences and Languages</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
Aligning University education to the context of Quality Assurance													
Integrating soft-skills into Learning-teaching context													
Student-centred learning made easy													
Research in Tertiary Education – Technicalities in professional writing and publishing													
Quality improvement in undergraduate research and industrial Training													

<b>Faculty of Technology</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>De c</b>
Preparations of Operations manual. Good Laboratory Practice and Laboratory Management for technical officers and non academic staff. Development of office/lab management protocols and Work Procedures/Scope of Work for the non-academic staff												
ICT-based teaching workshop for academic staff												
Learning Centred Teaching workshop												
Project-based and Problem-based learning workshop (01 day) for students (1st year undergraduates, preparing workshop for subjects such as creative problem solving)												
Teaching and communication (with student) enrichment- workshop with students feedback etc												
Attending Local Conference / Workshop (members in quality assurance cell in Faculty of Technology)												