1. **Management Agenda → see 3rd week Management Gantt Chart**

**3rd week → (25/10/09 to 29/10/09) → See Management Gantt chart**

- The DQAO distributes the examination schedule to QAP
- The DQAO distributes schedule of Department councils, Peer Reviews, new staff induction program, and student’s meetings plan to QAP.
- Each module coordinator submits the Web materials (Slides, Tutorials, coursework, previous exam papers with marking scheme, recommended references, etc.) of his respective module to the DQAO.
- The DQAO updates the Department Web.
- Each QAP provides the DQAO with the proposed library works for each section (classroom).
- The DQAO submits the Library Usage Forms to the library and Self-learning Centre.
- DQAO reports to the department Council
- The DQAO submits the week report to the FQAO

**Reminder: Correction of the old action plan + its execution, Department Web page development**

2. **Monitoring Agenda → see 3rd week monitoring Gantt Chart**

**1st - 3rd week → Precedent Semester Monitoring**

- Monitors the External Examiner’s Reports and provides the External Examiner’s Monitoring Report (Mon-7)
- Monitors the Lecturer Assessment Reports and provides the Lecturer Assessment Monitoring Report (Mon-8)
- Provides the Department Council with the Monitoring Report.
- The DC Studies and analyses the Monitoring Report and forwards it to the FQAO with a proposed Action Plan