

Minutes of the 12th Meeting of the Faculty Quality Assurance Cell, Faculty of Technological Studies

Date: 26th March 2025

Time: 10.15 am

Venue: Board room of the Dean's office

Presence

Mr.V.Senthoooran	Chairperson
Mr. V. Vinoharan	Head/ICT
Ms.W.A.S.C.Perera	Coordinator/FQAC
Ms.E.Pavithra	Assistant Registrar/Secretary

On Invitation

Ms.P.Amritha	Member/DICT
Ms.W.Pirunthavi	Member/DICT
Mr.P.Mayuran	Member/DICT

Excused

Ms.N.Venuja	Coordinator/UBL
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FTS/FQAC-12/01 Preliminaries

The Chairperson warmly welcomed all members to the 12th meeting of the Faculty Quality Assurance Cell (FQAC) and provided a brief overview of the program review processes.

FTS/FQAC-12/02 Confirmation of the Minutes

The minutes of the 11th meeting held on 27/01/2025 was confirmed.

FTS/FQAC-12/03 Matters arising from the minutes

FTS/FQAC-12/04 Reforms

The FQAC Coordinator has submitted a form designed for the Exit Graduate Survey and plans to launch the survey for the 2018 batch onwards. Additionally, the coordinator presented a form created to collect feedback on the orientation program and intends to implement it starting with the 2023 batch.

FTS/FQAC-12/05 Progress Scorecards of FQAC

The chairperson instructed the FQAC coordinator to prepare the scorecard for the first quarter of the year 2025.

FTS/FQAC-12/06 Data for Strategic Management plan for CQA

Nothing was discussed

FTS/FQAC-12/07 Programme Review

The Chairperson advised the coordinator to initiate the program review for the BICT Honours degree programme.

FTS/FQAC-12/08 Faculty Quality Practices

The chairperson advised collecting the course files for the 2022/2023 academic year to ensure proper documentation and review of the teaching and learning process.

The coordinator presented a detailed analysis of the feedback collected from the 2018 batch on their academic experiences and overall satisfaction during the 2022/2023 academic year. The chairperson advised submitting a copy of the analysis to the head of the department for further improvements.

Furthermore, the coordinator presented the analysis of the peer evaluation conducted among the lecturers in the faculty. It was also advised to share this analysis with the head of the department.

FTS/FQAC-12/09 Results Analysis

The chairperson instructed to conduct the results analysis for the first semester of the 2022/2023 academic year.

FTS/FQAC-12/10 Any other matters

The Coordinator presented a workload model developed to calculate the workload and student contact hours of lecturers within the faculty. This model is designed to provide a structured and transparent method for assessing teaching responsibilities, ensuring a balanced distribution of workload among faculty members.

Meeting was adjourned at 11.00 a.m.



Coordinator

FQAC/FTS