

Minutes of the 14th Meeting of the Faculty Quality Assurance Cell, Faculty of Technological Studies

Date: 08th May 2025

Time: 12.30 PM

Venue: Board room of the Dean's office

Presence

Mr. V. Senthoran	Chairperson
Mr. V. Vinoharan	Head/ICT
Mr. R. Sakuntharaj	Coordinator/FQAC
Ms. K. Lojenaa	Lecturer
Ms. W. A. S. C Perera	Lecturer
Mr. S. Shirajan	Technical Officer
Ms. E. Pavithra	Assistant Registrar/Secretary

FTS/FQAC-14/01 Preliminaries

The Chairperson warmly welcomed all members to the 14th meeting of the Faculty Quality Assurance Cell (FQAC) and provided a brief overview of the program review process.

FTS/FQAC-14/02 Confirmation of the Minutes

The minutes of the 13th meeting held on 28/04/2025 was confirmed with the following minor correction to the composition of the committee: it includes the Dean, Heads of Departments, the Coordinator of the Faculty Quality Assurance Cell, two senior academic staff members, one representative from the non-academic staff, the Subcommittee Chairpersons, two student representatives, and the Assistant Registrar, who will serve as the Secretary to the committee.

FTS/FQAC-14/03 Reforms

The FQAC Coordinator presented the newly developed forms for the Moderator, Second Examiner, Peer Evaluation, and Lesson Plan. During the meeting, members proposed minor corrections and improvements to the forms. All suggested amendments were accepted, and the forms were subsequently revised and recommended for submission to the upcoming Faculty Board meeting for approval.

FTS/FQAC-14/04 Progress Scorecards of FQAC

The FQAC Coordinator prepared the scorecard for the first quarter of 2025 (January–March) and presented it at the FQAC meeting. Minor suggestions were made during the discussion, all of which were accepted and incorporated into the revised version of the scorecard. Furthermore, the Chairperson recommended appointing dedicated committees for each criterion to ensure effective implementation and follow-up.

FTS/FQAC-14/05 Data for Strategic Management plan for CQA

Nothing was discussed

FTS/FQAC-14/06 Programme Review

The Chairperson requested the coordinator to proceed with the initiation of the programme review for the BICT Honours Degree Programme.

FTS/FQAC-14/07 Faculty Quality Practices

The Chairperson emphasized the importance of identifying both the actual teaching hours and the assigned teaching hours within the workload model, noting that this comparison is essential for accurately assessing and evaluating staff workload. Additionally, the meeting included a discussion on the accountability model from various perspectives. It was agreed that the accountability framework will be further discussed at the next meeting.

FTS/FQAC-14/08 Results Analysis

The Chairperson emphasized the need to conduct a comprehensive results analysis for the first semester of the 2022/2023 academic year.

FTS/FQAC-14/09 Any other matters

Nothing was discussed

Meeting was adjourned at 01.30 PM.



Secretary,

FQAC/FTS