

**Minutes of the 17th Meeting of the Faculty Quality Assurance Cell,
Faculty of Technological Studies**

Date: 16th September 2025

Time: 09.30 AM

Venue: Board room of the Dean's office

Presence

Name	Position	Present/ Absent
Mr. V. Senthoooran	Chairperson	Present
Mr.V.Vinoharan	Head/ DICT	Present
Mr. R. Sakuntharaj	Coordinator/FQAC	Present
Ms. K. Lojenaa	Lecturer	Present
Ms. W. A. S. C Perera	Lecturer	Absent
Mr. S. Shirajan	Technical Officer	Present
Ms. E. Pavithra	Assistant Registrar/ Secretary	Present
Mr.S.Thanosan	Student Representative	Excused
Mr.H.M.Ruchika Harshajith Upuldeniya	Student Representative	Excused

FTS/FQAC-17/01 Preliminaries

The Chairperson warmly welcomed all members to the 17th meeting of the Faculty Quality Assurance Cell (FQAC) and provided a brief overview of the program review process.

FTS/FQAC-17/02 Confirmation of the Minutes

The minutes of the 16th meeting held on 26/06/2025 was confirmed

FTS/FQAC-17/03 Reforms

The chairperson informed that template for delivering “1st day first class lectures” and newly composite marks sheets were submitted to the CQA for recommendation and it was approved.

FTS/FQAC-17/04 Progress of Action Plan

The chairperson instructed FQAC Coordinator to prepare the Action Plan for the year of 2026 and to present it at the next FQAC meeting. Suggestions were made during the discussion, all of which were accepted.

FTS/FQAC-17/05 Program Review

It is noted that the collection of documents for program review is ongoing.

FTS/FQAC-17/06 Feedback Analysis

It is noted that the forms for collecting feedback have been uploaded to the LMS and have been collected via online.

FTS/FQAC-17/07 Results Analysis

The Chairperson emphasized the need to conduct a comprehensive results analysis for the following subjects

- TICT1123 – Mathematics for Technology
- TICT1134 – Fundamentals of Computer Programming

The Chairperson further requested the coordinator to forward a request to the Head, Department of ICT, to obtain the result distribution along with justifications for the above subjects from the respective lecturers-in-charge for the last semester.

The chairperson also requested to report the feedback analysis and the results analysis on one sheet.

FTS/FQAC-17/08 Any other matters

The chairperson further requested to submit the Details on the submission of “First day First Lecture” slides.

He also instructed the FQAC Coordinator to submit the details of the SER Writing Panel and to initiate as soon as possible.

Meeting was adjourned at 12.00 PM.

A handwritten signature in blue ink, appearing to read "S. Parithi", is enclosed within a light blue rectangular box.

Secretary,
FQAC/FTS