

Minutes of the 18th Meeting of the Faculty Quality Assurance Cell, Faculty of Technological Studies

Date: 24.11.2025

Time: 10.30 AM

Venue: Board Room, Faculty of Technological Studies, University of Vavuniya.

Attendance

Name	Position	24.11.2025
Mr. V. Senthoooran	Chairperson	Present
Mr. V. Vinoharan	Member	Present
Mr. R. Sakuntharaj	Member	Present
Ms. K. Lojenaa	Member	Present
Ms. W. A. S. C Perera	Member	Absent
Mr. S. Shirajan	Member	Present
Ms. E. Pavithra	Secretary	Present
Mr. S. Thanosan	Student Representative	Excused
Mr. H. M. R. H. Upuldeniya	Student Representative	Excused

FTS/FQAC-18/01 Preliminaries

The Chairperson welcomed all members to the 18th meeting of the Faculty Quality Assurance Cell (FQAC). The importance of continuous quality enhancement in teaching, learning, and assessment practices was highlighted.

FTS/FQAC-18/02 Confirmation of the Minutes

The minutes of the 17th meeting held on 12/09/2025 was confirmed.

FTS/FQAC-18/03 Academic Reforms – “First Day First Lecture” Implementation

The Chairperson reiterated the importance of conducting “First Day First Lecture” sessions to ensure clarity of course objectives, Intended Learning Outcomes (ILOs), assessment methods, and student expectations from the outset of the semester. The FQAC Coordinator informed the committee that all academic staff had conducted their first lecture using the approved FQAC template. This initiative was acknowledged as a positive step toward strengthening teaching quality and transparency. The committee recommended the continued use of the standardized First Day Lecture template for all courses and periodic monitoring by Heads of Departments.

Details of the staff members and their assigned subjects who followed the template to deliver the first-day lecture are listed below:

Course Code	Course Title	Lecturer-in-Charge	Followed
Year 1 Semester II			
TICT1212	Discrete Structure	Ms. K. Lojenaa	Yes
TICT1224	Object Oriented Programming	Ms. T. Amrithaa	Yes
TICT1233	Operating Systems	Ms. S. Janany	Yes
TICT1243	Electronics and Digital Circuit Design	Ms. K. Keerththana	Yes
TICT1252	Computational Engineering Drawing	Mr. R. Ravichandren	Yes
TICT1261	IT Law	Mr. T. N. Ahamed	Yes
AUX1212	Social Harmony and Active Citizenship	Ms. J. Tuvensha	Yes
Year 2 Semester I			
TICT2113	Data Structure and Algorithm	Mr. R. Sakuntharaj	Yes
TICT2122	Statistics for Technology	Ms. S. Janany	Yes
TICT2134	Advanced Computer Programming	Ms. T. Amrithaa	Yes
TICT2142	Multimedia Design and Technologies	Mr. R. Ravichandren	Yes
TICT2153	Human Computer Interaction	Mr. R. Ravichandren	Yes

Year 3 Semester I			
TICT3113	Computer Architecture and Organization	Mr. T. N. Ahamed	Yes
TICT3123	Advanced Database management Systems	Ms. W. Pirunthavi	Yes
TICT3132	Advanced Web Technologies	Ms. K. Keerththana	Yes
TICT3142	Social and Professional Issues in IT	Mr. T. N. Ahamed	Yes
TICT3153	Software Engineering	Ms. P. Vithucksika	Yes
TICT3162	Information Security	Mr. P. Mayuran	Yes
AUX3112	Career Guidance	Mr. R. Sakuntharaj	Yes
Year 3 Semester II			
TICT3214	Advanced Computer Networks and Administration	Mr. P. Mayuran	Yes
TICT3222	IT Project Management	Ms. P. Vithucksika	Yes
TICT3232	Software Quality Assurances	Ms. W. Pirunthavi	Yes
TICT3243	Mobile Computing	Mr. P. Mayuran	Yes
TICT3252	Green Computing	Ms. J. Tuvensha	Yes
TICT3262	Distributed Systems	Ms. W. Pirunthavi	Yes
AUX3212	Research Methodology and Scientific Writing	Ms. K. Lojenaa	Yes
AUX3221	Entrepreneurship for Technology	Mr. V. Senthooran	Yes
Year 4 Semester II			
TICT4213	Data Mining and Data Warehousing	Ms. W. A. S. C. Perera	Yes
TICT4223	Digital Image Processing	Mr. V. Vinoharan	Yes
TICT4233	e-Commerce	Ms. P. Vithucksika	Yes
TICT4242	Mobile Application Development	Ms. T. Amrithaa	Yes
TICT4253	Intelligent Systems	Ms. K. Lojenaa	Yes
TICT4262	Cloud Application Development	Mr. V. Senthooran	Yes

TICT4272	Applied Bio-informatics	Ms. J. Tuvensha	Yes
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FTS/FQAC-18/04 Action Plan 2026

The FQAC Coordinator presented the Faculty Quality Assurance Action Plan for the year 2026, outlining key activities, timelines, responsible officers, and expected outcomes. After discussion, the Action Plan was approved.

FTS/FQAC-18/05 Program Review

The committee noted that the collection of documents for the Programme Review is currently in progress. The FQAC Coordinator presented the details of the panels and criterion-wise in-charges assigned for document collection. The Chairperson instructed that the detailed guidelines and file structures be shared with each criterion in-charge. The FQAC Coordinator agreed to circulate criterion-wise folders and responsibilities to the respective staff members. Details of staff members assigned to each criterion for document collection are given below.

Criteria	Criterion	Lecturer (In-charge)	Support Staff Details
1	Programme Management	Mr.V.Vinoharan	Ms.W.Pirunthavi Miss.V.Sankeetha Ms.M.J.F.Sahnas
2	Human and Physical Resources	Mr.V.Senthooran	Mr.P.Mayuran Miss.B.Vithusha Ms.J.Kulaksiga
3	Programme Design and Development	Ms.N.Lojena	Ms.T.Amritha Miss.I.Tharsika Ms.M.U.K.Gunawardhana
4	Course Module Design and Development	Ms.N.Lojena	Mr.R.Ravichandran Ms.S.Janany C.Chayanthithan
5	Teaching and Learning	Mr.R.Sakuntharaj	Mr.T.N.Ahamed S.F Asana R.Suracxana
6	Learning Environment, Student support and Progression	Ms.W.A.S.C.Perera	Ms.J.Tuvensha W.R.G.A.D.P.Herath K.Dharshika
7	Student Assessment and Awards	Ms.W.A.S.C.Perera	Ms.K.Keerthana M.H.S Sathsarini

			Z. Amalraj
8	Innovative and Healthy Practices	Mr.R.Sakuntharaj	Ms.P.Vithuckchika V.Geerthana Ms.T.Saraniya Mr.R.Thisakaran

FTS/FQAC-18/06 Subject Feedback

The FQAC Coordinator submitted the student feedback reports for all subjects of the previous semester.

The Chairperson instructed that:

- Subject-wise feedback reports be forwarded to the respective Heads of Departments.
- Corrective and improvement actions be discussed at departmental meetings.
- A summary of actions taken will be reported back to the FQAC.

FTS/FQAC-18/07 Results Analysis

As per the Chairperson's instructions, the course lecturer-in-charge, Ms.W.A.S.C.Perera, submitted justifications for the low performance observed in the following courses:

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

The Chairperson emphasized that justifications should:

- Be clearly linked to Intended Learning Outcomes (ILOs).
- Identify specific sections or types of questions students found difficult.
- Highlight academic, pedagogical, or contextual challenges faced by students.
- Propose remedial actions such as curriculum adjustments, additional tutorials, or assessment redesign.

The submitted justifications were reviewed and noted by the committee.

FTS/FQAC-18/08 Standard Contents for Result Analysis Reports

The FQAC Coordinator presented a structure and content for Result Analysis Reports, particularly for courses with low pass rates. The committee discussed the proposal and recommended its adoption for future result analysis reports.

FTS/FQAC-17/07 Scorecard

The FQAC Coordinator presented the Quality Scorecard for the period July 2025 – September 2025. The committee appreciated the systematic reporting and recommended continuous monitoring using the scorecard framework.

Meeting was adjourned at 12.30 PM.

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

Secretary,
FQAC/FTS