

Minutes of the 19th Meeting of the Faculty Quality Assurance Cell, Faculty of Technological Studies

Date: 07.01.2026

Time: 11.00 AM

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

Attendance

Name	Position	07.01.2026
Mr. V. Senthoooran	Chairperson	Present
Mr.V.Vinoharan	Member	Present
Mr. R. Sakuntharaj	Member	Present
Ms. K. Lojenaa	Member	Excused
Ms. W. A. S. C Perera	Member	Present
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-19/01 Preliminaries

The Chairperson welcomed all members to the 19th meeting of the Faculty Quality Assurance Cell (FQAC). The importance of continuous quality enhancement in teaching, learning, and assessment practices was highlighted.

The corrections were made in the attendance.

Name	Position	24.11.2025	24.11.2025
Ms. W. A. S. C Perera	Member	Absent	Present

FTS/FQAC-19/02 Confirmation of the Minutes

The minutes of the 18th meeting held on 24/11/2025 was confirmed.

FTS/FQAC-19/03 Academic Reforms – “First Day First Lecture” Implementation

The FQAC Coordinator confirmed 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.

FTS/FQAC-18/04 Action Plan 2026

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

FTS/FQAC-18/05 Program Review

The committee noted that the collection of documents for the Program 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. Under the instruction the FQAC Coordinator circulated criterion-wise folders and responsibilities to the respective staff members.

FTS/FQAC-19/06 Subject Feedback

The Chairperson instructed to collect student feedback for this semester.

FTS/FQAC-19/07 Results Analysis

As per the Chairperson’s instructions, the course lecturer-in-charge, Mr. T. N. Ahamed submitted justifications for the low performance observed in the IT Law.

The submitted justifications were reviewed and noted by the committee.

The corrections were noted and instructed to submit the results analysis again. The chairperson instructed to maintain a separate file for results analysis.

The chairperson also mentioned the results analysis for the subject “Fundamentals of Computer Programming” was submitted to the CQA.

FTS/FQAC-19/08 Scorecard

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

FTS/FQAC-19/09 Any other matters

The chairperson instructed to submit memo to the department regarding sharing answer scheme for the past paper for students' reference for their exam preparation.

The Chairperson instructed to borrow the workload modal software system from faculty of Applied Science and requested to assign Ms. S. Pavithira, Lecturer probationary to run that software and prepare annual work load reporting modal.

Meeting was adjourned at 12.30 PM.



Secretary,
FQAC/FTS