

**Minutes of the 20th Meeting of the Faculty Quality Assurance Cell,
Faculty of Technological Studies**

Date: 24.02.2026

Time: 11.00 AM

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

Attendance

Name	Position	07.01.2026
Mr. V. Senthooran	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-20/01 Preliminaries

The Chairperson welcomed all members to the 20th meeting of the Faculty Quality Assurance Cell (FQAC).

FTS/FQAC-20/02 Confirmation of the Minutes

The minutes of the 19th meeting held on 07.01.2026 was confirmed.

FTS/FQAC-20/03 Academic Reforms – “First Day First Lecture” Implementation

The Chairperson instructed that all staff must follow the format of the First Day First Lecture procedure when delivering the first lecture. Additionally, the committee has decided that all staff should submit their first-day lecture slides to the FQAC within the first week of the commencement of the academic programme.

FTS/FQAC-20/04 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. It is also noted that details are already shared with in-charge.

FTS/FQAC-20/05 Subject Feedback

It is noted that the feedback for each subject has already been collected. The Chairperson instructed that the feedback summary be submitted at the next meeting.

FTS/FQAC-20/06 Workload Model

The Chairman emphasized the importance of entering data into the existing workload model. The committee also noted that the Faculty of Technological Studies (FTS) is awaiting access from the Faculty of Applied Science to adopt their workload model. Until such access is granted, it was decided to continue using the existing model for data entry.

Furthermore, the Chairman emphasized that all staff must complete and submit their workload data within two weeks' time.

FTS/FQAC-19/09 Any other matters

The meeting discussed matters related to enhancing academic transparency, standardizing assessment practices, and strengthening student support mechanisms within the faculty. During the meeting, the FQAC formally agreed to submit past examination question papers along with their respective marking schemes to the University Library. However, considering the academic sensitivity of marking schemes and the importance of obtaining broader academic consensus, the FQAC further decided to forward this matter to the department for detailed discussion and to provide recommendations at the departmental level prior to

final implementation.

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