

**Minutes of the 15th Meeting of the Faculty Quality Assurance Cell,
Faculty of Technological Studies**

Date: 26th June 2025

Time: 11.00 AM

Venue: Board room of the Dean's office

Presence

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

FTS/FQAC-15/01 Preliminaries

The Chairperson warmly welcomed all members to the 15th meeting of the Faculty Quality Assurance Cell (FQAC) and provided a brief overview of the program review process.

FTS/FQAC-15/02 Confirmation of the Minutes

The minutes of the 14th meeting held on 08/05/2025 was confirmed

FTS/FQAC-15/03 Reforms

The Chairperson confirmed that newly developed forms for the Moderator, Second Examiner, Peer Evaluation and Lesson Plan were approved by the CQA.

FTS/FQAC-15/04 Progress of Action Plan

The FQAC Coordinator prepared the Action Plan for the year of 2025 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 Action Plan.

FTS/FQAC-15/05 Program Review

The Chairperson requested the coordinator to collect documents for the Programme Review for the BICT Honours Degree Programme.

FTS/FQAC-15/06 Feedback Analysis

The Coordinator presented the student feedback analysis of the last semester. The chairperson requested the coordinator to share the student feedback with the head of the department.

FTS/FQAC-15/07 Results Analysis

The Chairperson emphasized the need to conduct a comprehensive results analysis for the first semester of the 2022/2023 academic year. He requested the coordinator to analyze result of Mathematics for technology for last three years.

FTS/FQAC-15/08 Introduction class for students on the first day lectures.

The FQAC Coordinator presented power point presentation that could be presented in the first day of the first class of that subject by the relevant lecturer. It was discussed and approved.

FTS/FQAC-15/09 Any other matters

Nothing was discussed

Meeting was adjourned at 01.00 PM.


Secretary,

FQAC/FTS