



MOTHER TERASA COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date:18.07.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The Internal Quality Assurance Cell members meeting was held on 18 July 2022 at the seminar hall . Principal,Dr. T.Poongunran presided over the meeting.

The members are follows.

Time:1.30PM to 2.30PM ; Venue: Mini Auditorium

Sl.NO	NAME OF THE IQAC MEMBER	ROLE
1	Dr. T. Poongunran	Principal/Chairperson
2	Mr. M. Hariprabhu	IQAC Coordinator
3	Mrs S. Sangeetha	Member
4	Mr. K. Thamoetharan	Member
5	Mr A. Sivakumar	Member
6	Mr. V. Chandrasekar	Member

The agenda for the meeting is mentioned below.

Sl.NO	AGENDA
1	Feedback collection and analysis (students, faculty, alumni, employers)
2	Student development programs, mentoring, counseling
3	Encouraging publications and patents
4	Planning for internal academic audit
5	Placement and career guidance updates

Principal welcomed the gathering and the minutes of the previous meeting was read by the IQAC coordinator and approved.

Agenda points were discussed and resolutions were made.

Discussion:

IQAC reviewed the current practices for collecting feedback from stakeholders. Members emphasized the need for structured online feedback systems, improved analysis methods, and timely action-taking based on feedback.

Resolution 1:

It was resolved that comprehensive feedback will be collected online from students, faculty, alumni, and employers every semester. IQAC will analyze the data and prepare an action report to be shared with all departments within one month of collection.

Discussion:

The committee reviewed ongoing student development activities, including mentoring, soft skills training, and counselling sessions. Suggestions were made to strengthen the mentoring system and increase awareness of counselling services.

Resolution 2:

It was resolved that each department will conduct at least two student development programs per semester. The mentoring system will be strengthened by assigning mentors to small student groups. Regular counselling sessions will be scheduled, and a counselling report will be submitted to IQAC every month.

Discussion:

IQAC reviewed the research output of faculty and students. Members discussed strategies for improving publications in quality journals and promoting patent filing, including workshops on research methodology and IPR.

Resolution 3:

It was resolved that departments shall motivate faculty and students to publish in UGC CARE/Scopus-indexed journals. IQAC will organize an IPR awareness workshop and a publication ethics seminar during the semester. Support will be provided for patent filing and documentation.

Discussion:

The committee discussed the planning of internal academic audits for the current academic year, including syllabus progress, teaching documentation, assessment methods, and department-level compliance.

Resolution 4:

It was resolved that the internal academic audit will be conducted twice during the academic year. Departments must update their documents—including teaching plans, attendance, and assessment records—before the audit. IQAC will form an audit committee and circulate the audit schedule within two weeks.

Discussion:

The Placement Cell presented updates on campus drives, internships, and training programs. The need for more industry linkages and soft skills training was discussed.

Resolution 5:

It was resolved that the Placement Cell will organize at least three placement drives and two career guidance programs in the upcoming semester. The college will strengthen industry partnerships to improve internship and employment opportunities.

Discussion:

As Agenda 6 is identical to Agenda 1, the discussion was merged. Members emphasized periodic feedback review and documented action-taking.

Resolution 6:

It was resolved that feedback action reports will be presented in every IQAC meeting for continuous quality improvement. Departments must prepare an action-taken summary based on student and faculty feedback.

The Chairperson expressed appreciation for the constructive contributions of the members and urged timely implementation of all resolutions. The meeting concluded with a vote of thanks proposed by the IQAC Coordinator.



Signature of IQAC Coordinator