



# MOTHER TERASA COLLGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date: 10.10.2022

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The Internal Quality Assurance Cell members meeting was held on 10 Oct 2022 at the seminar hall . Principal,Dr. T.Poongunran presided over the meeting.

The members are follows.

**Time: 1.30pm-2.30pm; Venue: Mini Auditorium**

SI.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	Review and approval of Academic Calendar
2	ICT-enabled and blended learning initiatives
3	Faculty Development Programs (FDPs)
4	Remedial classes, bridge courses, slow & advanced learner support
5	Examination and internal assessment planning

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.

#### **Resolution No: 1**

After discussion, the committee resolved that:

- The Academic Calendar for the academic year 2020-2021 is approved.
- The recommended minor changes shall be incorporated before final circulation.
- The final calendar be distributed to all departments and uploaded to the institutional website.

#### **Resolution No: 2**

The following resolutions were passed regarding ICT initiatives:

- ICT and blended learning shall be strengthened across the college.
- Additional smart classrooms and ICT equipment be installed where required.
- Faculty be encouraged to prepare and upload digital learning materials and e-content.
- Training sessions for students and faculty on LMS / digital tools be conducted regularly.

### **Resolution No: 3**

It was resolved that:

- A minimum of two FDPs will be organized each semester.
- FDPs will focus on digital pedagogy, research skills, and outcome-based education (OBE).
- Departments collaborate with external experts, universities, and agencies for resource support.

### **Resolution No: 4**

The committee resolved that:

- Remedial classes be conducted for slow learners in core subjects.
- Bridge courses be offered to first-year students to fill academic gaps.
- Advanced learners be supported with additional academic activities such as projects, seminars, and higher-level tasks..
- Departments maintain progress reports of all learner support activities and submit them to IQAC periodically.

### **Resolution 5:**

After review, the meeting resolved that:

- The proposed examination and internal assessment schedule is approved.
- All departments shall strictly adhere to the examination and continuous assessment timelines.
- Internal marks, feedback, and results be published on time in a transparent manner.
- The examination grievance redressal mechanism be strengthened for student support.

The meeting concluded with a vote of thanks by the IQAC Coordinator. Members agreed to review the implementation of the above resolutions in the next meeting.

A handwritten signature in black ink, appearing to be 'R. Singh', written in a cursive style.

**Signature of IQAC Coordinator**