



MOTHER TERASA COLLGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date:15.03.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The Internal Quality Assurance Cell members meeting was held on 15 March 2023 at the seminar hall . Principal,Dr. T.Poongunran presided over the meeting.

The members are follows.

Time: 1.30pm-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	Course planning, syllabus completion status
2	Student feedback on teaching-learning
3	Faculty appraisal and performance review
4	Research activities and funded project proposals
5	Library and digital resource upgrades

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:

All departments presented the course planning status and syllabus progress for the current semester. Most departments reported satisfactory coverage, while some required additional support due to time constraints or faculty workload.

Resolutions: 1

Resolve that;

- All departments ensure timely completion of the syllabus as per the academic calendar.
- Departments lagging behind shall prepare a revised action plan to cover the remaining portions.
- IQAC will periodically monitor syllabus completion through departmental reports.

Discussion:

Student feedback for the current semester was analyzed. Overall feedback was positive, with suggestions for improved teaching aids, timely completion of portions, and increased interactive sessions.

Resolutions:2

Resolve that;

- Faculty shall incorporate feedback recommendations to enhance teaching-learning quality.
- More student-centric and activity-based learning methods be introduced.
- Feedback analysis reports be shared with faculty and discussed during department meetings.

Discussion:

The annual faculty appraisal reports were reviewed focusing on teaching effectiveness, research contributions, student mentoring, and institutional involvement.

Resolutions:3

Resolve that;

- Faculty appraisals be used as a basis for professional development planning.
- Faculty needing improvement will be provided support through mentoring and FDPs.
- High-performing faculty be encouraged through recognition and additional academic responsibilities.

Discussion:

The committee reviewed ongoing research publications, conference participations, and project proposal progress. Members emphasized the importance of increasing research visibility.

Resolutions:4

Resolve that;

- Faculty be encouraged to submit research proposals to funding agencies (UGC, . etc.).
- A Research Promotion Committee assist faculty in drafting proposals and identifying funding opportunities.
- Departments promote student research through mini-projects, paper presentations, and research-based learning.

Discussion:

The librarian presented the requirements for additional textbooks, journals, and digital

resources. Members discussed the need to upgrade e-resources and improve library automation.

Resolutions:5

Resolve that;

- New books, journals, and e-resources be procured based on departmental recommendations.
- Library automation and digital resource access be strengthened for student and faculty use.
- Training sessions on e-library usage be conducted for students.
- The library explores additional digital subscriptions and database access.

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 'Rajiv', written in a cursive style.

Signature of IQAC Coordinator