



# MOTHER TERASA COLLGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date: 6.07.2022

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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The Internal Quality Assurance Cell members meeting was held on 06 June 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**

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. Thamocharan	Member
5	Mr A. Sivakumar	Member
6	Mr. V. Chandrasekar	Member

The agenda for the meeting is mentioned below.

SI.NO	AGENDA
1	Review of Mentor –Mentee System
2	EDC Cell initiatives
3	Placement, internship, and career guidance updates
4	Social Extension Activities for the College
5	Workshops, seminars, and training programs

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 Mentor–Mentee System shall be strengthened through regular mentoring sessions each month.
- All faculty mentors must maintain updated mentoring records including academic progress, attendance, and student concerns.
- Orientation programmes shall be conducted for both mentors and mentees to sensitize them to the objectives of the system.
- IQAC will monitor the effectiveness of the mentor system through periodic reviews and feedback collection.

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

The following resolutions were passed regarding EDC initiatives:

- ✓ EDC shall organize entrepreneurship awareness camps, innovation workshops, and business idea competitions during the semester.
- ✓ Collaboration with industrial bodies, start-up incubators, and financial institutions will be encouraged to support aspiring student entrepreneurs.

- ✓ At least two training programmes on start-up creation, business planning, and innovation skills shall be conducted annually.
- ✓ Students with viable ideas will be guided for participation in state and national-level innovation and start-up contests.

### **Resolution No: 3**

To enhance students' employability, it was resolved that:

- The Placement Cell shall conduct soft-skill training programmes, mock interviews, aptitude coaching, and resume-building workshops.
- Domain-specific skill training in collaboration with industry experts will be arranged for final-year students.
- Internship opportunities and pre-placement training shall be offered through corporate tie-ups and alumni networks.
- The college shall maintain a training schedule covering communication skills, analytical aptitude, and digital literacy.

### **Resolution No: 4**

The committee resolved to strengthen extension activities through:

- NSS/YRC/Rotaract units organizing programmes such as environmental protection drives, blood donation camps, health awareness programmes, and village outreach campaigns.
- Partnerships with NGOs, local authorities, and social welfare groups for impactful community service initiatives.
- Ensuring proper documentation of all activities with reports, geo-tagged photos, participant lists, and feedback forms for NAAC requirements.
- A semester-wise extension calendar shall be finalized and submitted to IQAC.

### **Resolution 5:**

After review, the meeting resolved that:

- Departments shall conduct seminars, workshops, value-added courses, peer learning sessions, and club activities to enhance student engagement.
- Student participation in cultural, academic, and co-curricular events shall be encouraged across disciplines.

- Regular academic counselling, remedial classes, bridge courses, and student support programmes shall be strengthened.
- Feedback from students on teaching–learning, campus facilities, and support services will be collected and acted upon effectively.

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. S. S.', written in a cursive style.

**Signature of IQAC Coordinator**