



MOTHER TERASA COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date: 12.03.2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The Internal Quality Assurance Cell members meeting was held on 12 March 2024 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.

SI.NO	AGENDA
1	Sensation Mentor System policy
2	Entrepreneurship Development Cell activities
3	Placement Training for Improving employability skill of students
4	Social Awareness programme
5	Student Centric Activities

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.

Signature of IQAC Coordinator