



MOTHER TERASA COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date:13.10.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The Internal Quality Assurance Cell members meeting was held on 13 Oct 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

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

The agenda for the meeting is mentioned below.

Sl.NO	AGENDA
1	Review of Teaching–Learning Process
2	Evaluation Guidelines and Assessment of Internal Test
3	Industry–Institution Interaction Cell Activities
4	Social Extension Activities for the College

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 detailed discussion, it was resolved that:

- All departments shall strengthen student-centric teaching methodologies, including project-based learning, case studies, and peer-assisted learning.
- Faculty members shall continue integrating ICT tools (LMS, smart boards, e-resources) in day-to-day teaching.
- Monthly monitoring of lesson plans and syllabus coverage shall be undertaken by HODs and submitted to IQAC.
- Feedback from students on teaching quality shall be collected once per semester and communicated to faculty for improvement.

Resolution No: 2

The committee resolved that:

- Internal test question papers must align with Bloom's Taxonomy and ensure balanced distribution across cognitive levels.
- A Question Paper Moderation Committee shall be formed to review and approve internal test papers.

- Evaluation must follow a transparent process, with compulsory answer script verification by students.
- A standardized evaluation rubric for internal assessment will be issued to all departments.

Resolution No: 3

After discussing IIC progress, the following resolutions were passed:

- The IIC shall initiate and formalize at least three MoUs with relevant industries in the current academic year.
- Departments shall organize minimum two skill-based or value-added programmes in association with industry partners.
- Industrial visits and guest lectures must be planned for all final-year students.
- IIC shall prepare a structured annual activity plan including internships, training, and placement-related sessions.
-

Resolution No: 4

The committee resolved that:

- NSS/YRC/Rotaract units shall conduct community outreach programmes such as health camps, environmental awareness drives, digital literacy workshops, and social welfare campaigns.
- Collaboration with NGOs, local civic bodies, and government agencies shall be strengthened to widen the impact of extension activities.
- All outreach programmes must maintain proper documentation including reports, geo-tagged photos, participant data, and feedback for NAAC compliance.
- A semester-wise extension activity calendar shall be prepared and approved by IQAC.

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