



MOTHER TERASA COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date:23.07.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The Internal Quality Assurance Cell members meeting was held on 23 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

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 and approval of Academic Calendar
2	Course planning, syllabus completion status
3	MoUs, collaborations, and linkages
4	Green campus and sustainability initiatives

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:

- The Academic Calendar for the academic year 2023-2024 is approved.
- Suggested minor modifications shall be incorporated before final circulation.
- The approved calendar be communicated to all departments and uploaded to the college website.

Resolution No: 2

The committee resolved that:

- All departments must ensure timely and effective syllabus completion as per the approved course plan.
- Departments lagging behind prepare a short-term remedial plan to cover pending portions.
- IQAC will periodically monitor syllabus completion to maintain academic quality and consistency.

Resolution No: 3

After discussing IIIC progress, the following resolutions were passed:

- Departments actively pursue new MoUs with relevant academic, industrial, and research organizations.
- Renewal of existing MoUs be completed on time.
- Activities such as internships, guest lectures, hands-on training, and collaborative projects be conducted under each MoU.
- Documentation of all collaborative activities be maintained as per IQAC guidelines.

Resolution No: 4

The committee resolved that:

- The college enhances its green campus initiatives, including waste segregation, plastic-free zones, and energy conservation.
- Tree plantation drives and environmental awareness campaigns be conducted in association with the Eco Club / NSS.
- Periodic green audits and energy audits be undertaken to ensure continuous improvement.
- Efforts be made to promote water conservation and biodiversity enhancement on campus.

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