



MOTHER TERASA COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date: 15.10.2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The Internal Quality Assurance Cell members meeting was held on 15 Oct 2024 at the seminar hall . Principal,Dr.M.Nallathambi 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. M.Nallathambi	Principal/Chairperson
2	Mr. M. Hariprabhu	IQAC Coordinator
3	Dr.Rengasamy	Member
4	Mr A. Sivakumar	Member
5	Mr. V. Chandrasekar	Member

The agenda for the meeting is mentioned below.

Sl.NO	AGENDA
1	Add-on/Certificate courses for Arts & Science streams
2	Faculty development programs (FDPs/Orientation/Workshops)
3	Continuous Internal Assessment (CIA)
4	Standardization of question paper and rubric-based evaluation
5	Placement training, internships, career guidance 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.

Agenda 1: Add-On / Certificate Courses for Arts & Science Streams

Discussion:

The need for course diversification to support employability and interdisciplinary skill development was discussed. Departments proposed certificate courses in Computing, Communication Skills, Lab Techniques, Media Arts, and Applied Sciences.

Resolution:

- Each department will offer one certificate or add-on course per academic year with a minimum duration of 30 hours.
- Course syllabi will be submitted to IQAC for approval and displayed on the college website.
- Certificates will be issued jointly by the College & IQAC upon completion.

Agenda 2: Faculty Development Programs (FDPs / Orientation / Workshops)

Discussion:

The committee emphasized regular FDPs focused on research methodology, digital tools, pedagogy, and outcome-based education.

Resolution:

- It was resolved to organize two FDPs and one pedagogical workshop annually in collaboration with external experts.
- Faculty participation in external FDPs will be encouraged and documented through IQAC for API/NAAC purposes.

Agenda 3: Continuous Internal Assessment (CIA)**Discussion:**

Reform suggestions included diversified evaluation methods, academic ethics, and transparency in marks publication.

Resolution:

- CIA will include multiple components such as assignments, quizzes, presentations, seminars & lab journals as applicable.
- Marks transparency will be ensured through online publication and grievance redressal provision.
- A CIA Monitoring Committee will be formed for uniform implementation.

Agenda 4: Standardization of Question Paper & Rubric-Based Evaluation**Discussion:**

Members discussed model templates for question papers, OBE mapping, and rubric-based skill assessment.

Resolution:

- A standard question paper format will be adopted across all departments with Bloom's Taxonomy alignment.
- Rubric-based evaluation will be implemented for assignments, presentations, and practical's.
- IQAC will conduct training on OBE and rubric preparation for faculty.

Agenda 5: Placement Training, Internships & Career Guidance Activities**Discussion:**

The committee reviewed current placement activities and suggested improvements in industry partnerships and soft-skill training.

Resolution:

- It was resolved to strengthen the Placement & Career Guidance Cell, with dedicated training modules in Aptitude, Communication & Technical Skills.
- All final-year UG & PG students will undergo at least one internship or on-the-job training program in collaboration with industry/institutions.
- A Career Guidance Calendar will be developed annually with seminars, mock interviews, and employer interaction sessions.

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. Singh', written in a cursive style.

Signature of IQAC Coordinator