



MOTHER TERASA COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date:13.10.2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The Internal Quality Assurance Cell members meeting was held on 13 Oct 2025 at the seminar hall . Principal,Dr. M.Nallathambi 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. M.Nallathambi	Principal/Chairperson
2	Mr. M. Hariprabhu	IQAC Coordinator
3	Dr.J.Samuel Caesar Pickens	Member
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	Conduct of Internal Assessment and evaluation
2	Implementation of ICT –Enabled Teaching tools
3	Placement Cell Activities /Internship opportunities
4	Community outreach /extension programme

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: Conduct of Internal Assessment and Evaluation

Discussion

- The committee discussed the need for structured internal assessments to ensure continuous evaluation.
- It was suggested that assessments be conducted uniformly across all departments using standardised question papers.
- The importance of timely publication of internal marks and sharing feedback with students was emphasized.

Resolution 1

It was **resolved** that:

- Three Internal Assessment Tests (IATs) will be conducted for the semester as per the academic calendar.
- Departments must follow common guidelines for question paper setting and evaluation.
- Evaluation and publication of marks should be completed within seven working days from the test.
- Consolidated internal marks must be submitted to IQAC for documentation.

2. Implementation of ICT–Enabled Teaching Tools

Discussion:

The committee reviewed the usage of ICT tools such as smart classrooms, projectors, LMS platforms, and recorded lecture modules. Faculty members suggested the need for additional training, particularly in integrating digital tools for assessment and interactive learning.

Resolution:

- A **faculty development programme (FDP)** on ICT-enabled teaching will be organized next month.
- All classrooms will be equipped with functional projectors and reliable internet access.
- Each department must ensure a minimum of 20% ICT-based teaching hours per course.
- The ICT coordinator shall submit a quarterly usage report.

3. Placement Cell Activities / Internship Opportunities

Discussion:

The Placement Officer presented updates on ongoing and upcoming placement drives. Several companies have shown interest in campus recruitment. It was noted that students need additional training in communication skills, aptitude, and interview preparation. Departments requested support for securing internships, especially for final-year students.

Resolution:

- A three-week soft skills and aptitude training programme will be organized for all outgoing batches.
- The Placement Cell will collaborate with industry partners to enhance internship and placement opportunities.
- Departments must submit a list of students seeking internships within two weeks.
- A Placement/Internship Calendar will be prepared and shared with all stakeholders.

4. Community Outreach / Extension Programme for Arts and Science College

Discussion:

The IQAC emphasized the importance of extension activities to strengthen social responsibility among students. Proposed activities included environmental awareness campaigns, health camps, literacy drives, and science popularization events. Faculty suggested aligning programmes with local community needs.

Resolution:

- Each department must organize at least one outreach/extension programme per semester.
- Collaboration with local NGOs, government bodies, and community centers will be encouraged.
- NSS/NCC units will coordinate major college-wide outreach events.
- A detailed report of each extension activity must be submitted to IQAC within one week of completion.

The Chairperson appreciated the active participation of members and emphasized the importance of continuous quality enhancement. The meeting concluded with a vote of thanks by the IQAC Coordinator.



Signature of IQAC Coordinator