



MOTHER TERASA COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date:10.03.2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The Internal Quality Assurance Cell members meeting was held on 10 March 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	Curriculum design/up gradation of UG/PG programs
2	Value-added courses and skill enhancement programs
3	Scholarships (Govt./Non-Govt.), financial aid for students
4	Safety and security measures (CCTV, Anti-ragging cell, Health care)
5	Professional code of conduct and discipline policy

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: Curriculum Design / Up gradation of UG & PG Programs

Discussion:

The committee reviewed the existing UG and PG curricula across Arts and Science departments. It emphasized alignment with Outcome Based Education (OBE), inclusion of interdisciplinary electives, and incorporation of industry-relevant topics.

Resolution:

- It was resolved to form **Department Level Curriculum Review Committees (DLCRC)** to revise curricula and submit proposals to the Academic Council within this semester.
- The revised syllabus will include industry-oriented practical components and interdisciplinary courses.

Agenda 2: Value-added Courses & Skill Enhancement Programs

Discussion:

The need to introduce short-term certificate/value-added courses for employability enhancement was discussed. Departments proposed courses related to digital tools, communication, computational skills, research methods, and arts-related training.

Resolution:

- It was resolved to introduce **at least two value-added/skill enhancement courses per department** from the upcoming academic year.
- The IQAC will monitor implementation and ensure certificate issuance through the college Training & Development Unit.

Agenda 3: Scholarships (Government/Non-Government) & Financial Aid

Discussion:

Student beneficiaries of existing schemes were reviewed. It was noted that many students are unaware of available scholarships.

Resolution:

- It was resolved to create a **Scholarship Facilitation Cell** under the Student Support Services.
- The Cell will conduct awareness sessions and assist students in availing government and private scholarships.
- Additional financial assistance through alumni donations and management support will be expanded for needy students.

Agenda 4: Safety & Security Measures (CCTV, Anti-ragging, Health Care)

Discussion:

The current safety infrastructure was reviewed. Members suggested additional CCTV coverage, strengthening anti-ragging awareness, and improving first-aid facilities.

Resolution:

- It was resolved to install **additional CCTV cameras** in academic blocks, laboratories, library, and campus entrance areas.
- The **Anti-Ragging Committee** will conduct regular awareness programmes.
- The college will establish a **Basic Health & First Aid Centre** with a trained medical assistant.

Agenda 5: Professional Code of Conduct & Discipline Policy

Discussion:

The committee discussed the need to standardize professional conduct guidelines for staff and students, including academic integrity, punctuality, ethics, dress code, and classroom behavior.

Resolution:

- It was resolved to adopt a **Professional Code of Conduct Handbook** for students, faculty, and non-teaching staff, effective from the next semester.
- Mandatory orientation will be conducted for all stakeholders regarding institutional ethics and discipline norms.
- The **Disciplinary Committee** will ensure implementation and review cases as required.

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. S. S.', written in a cursive style.

Signature of IQAC Coordinator