



# MOTHER TERASA COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date:17.03.2025

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The Internal Quality Assurance Cell members meeting was held on 17 March 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**

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	Teaching quality observations and student feedback reports
2	Academic integrity measures (plagiarism policy, malpractice prevention)
3	Community outreach, extension & rural development programs
4	Support for arts, sports, cultural and co-curricular achievements
5	Remedial coaching, mentoring, and counselling 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.

**Agenda 1: Teaching Quality Observations and Student Feedback Reports**

**Discussion:**

IQAC presented consolidated feedback reports from stakeholders (students, faculty peers, and alumni). Areas identified for improvement included classroom interaction, ICT usage, and timely syllabus completion.

**Resolution:**

- Faculty will undergo periodic classroom observation reviews by IQAC & HoD
- Mandatory use of ICT-enabled teaching tools (Audio-Visual, LMS, Smart Board) for at least 3 hours per week.
- Feedback reports will be shared confidentially with faculty, followed by supportive guidance.

**Agenda 2: Academic Integrity Measures (Plagiarism Policy & Malpractice Prevention)**

**Discussion:**

The need to control plagiarism in assignments, projects, and research submissions, as well as strict protocols for examination malpractice, was discussed.

**Resolution:**

- Implementation of a Plagiarism Policy with a permitted limit based on academic level using available plagiarism-check software.
- Students must attach a plagiarism declaration form for project/report submissions.
- Examination Wing will adopt zero tolerance for malpractice, with penalties as per revised Institutional Guidelines.

**Agenda 3: Community Outreach, Extension & Rural Development Programs****Discussion:**

Departments and NSS/NCC/YRC units proposed extension programs related to environment, sanitation, women empowerment, digital literacy, and rural health awareness.

**Resolution:**

- Each department will undertake at least one extension or community outreach program per semester.
- Collaboration with nearby Panchayats, NGOs, hospitals, and schools will be strengthened for rural development initiatives.
- A centralized Extension & Community Engagement Calendar will be prepared for the academic year.

**Agenda 4: Support for Arts, Sports, Cultural & Co-curricular Achievements****Discussion:**

The committee emphasized recognition and support to students participating in sports, fine arts, literary events, and cultural festivals at regional/national levels.

**Resolution:**

- A Talent Promotion & Recognition Scheme will be implemented with awards, concessions, and academic flexibility during competitions.
- Coaches/experts will be invited for professional training in sports, arts & cultural activities.
- A Student Achievement Portal will be created and monitored by IQAC for documentation and NAAC evidence.

## **Agenda 5: Remedial Coaching, Mentoring & Counseling Initiatives**


### **Discussion:**

It was observed that slow learners and first-generation learners require academic and emotional support. The need for structured mentoring was highlighted.

### **Resolution:**

- Regular remedial coaching & bridge classes will be conducted for slow learners and disadvantaged groups.
- Each faculty member will mentor 20-30 students under an institutional Mentorship Program.
- A Counselling & Wellness Cell will conduct stress management, psychological counselling & awareness programs with certified counsellors.

The Chairperson appreciated all departments for their contributions and stressed effective documentation of the resolved actions. Review of implementation will be discussed in the next IQAC meeting.



**Signature of IQAC Coordinator**