



# MOTHER TERASA COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date:05.08.2025

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The Internal Quality Assurance Cell members meeting was held on 05 Aug 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.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	Review of Academic Calendar Implementation
2	Monitoring and Tutoring System Updates
3	Strengthening of Interdisciplinary Teaching initiatives
4	Activities of NSS/YRC/Clubs

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.

**1. Review of Academic Calendar Implementation**

**Discussion:**

The Coordinator presented a detailed review of the ongoing academic calendar for the current academic year. It was observed that the majority of teaching schedules, internal assessments, and co-curricular activities are being conducted as planned. Some departments requested minor adjustments due to unexpected holidays and examination rescheduling.

**Resolution:**

- Departments must strictly adhere to the revised academic calendar.
- Any future changes should be communicated to IQAC at least one week in advance.
- The IQAC will monitor monthly progress to ensure timely completion of syllabi.

**Agenda 2: Monitoring and Tutoring System Updates**

**Discussion**

- The functioning of the Mentor–Mentee tutoring system was reviewed.
- Mentors reported student needs related to academics, attendance, counseling, and career guidance.
- The need for maintaining updated mentor records such as mentoring sheets, action plans, and progress reports was emphasized.
- Special attention was discussed for slow learners and students with low attendance.

## **Resolution 2**

It was **resolved** that:

- Each mentor shall conduct two mentoring sessions per month and maintain proper documentation.
- Departments must identify slow learners and implement remedial classes.
- Advanced learners should be given special training for competitive exams, presentations, and project work.
- A consolidated mentoring report must be submitted to IQAC at the end of every month.

## **Agenda 3: Strengthening of Interdisciplinary Teaching Initiatives**

### **Discussion**

- The committee discussed methods to promote interdisciplinary learning between departments.
- Suggestions included joint lectures, collaborative projects, skill-based certificate courses, and interdisciplinary electives.
- Faculty expressed interest in co-teaching sessions to share expertise across disciplines.
- The IQAC proposed developing short-term interdisciplinary modules relevant to industry needs.

## **Resolution 3**

It was **resolved** that:

- Departments will plan at least one interdisciplinary teaching activity per semester.
- Joint lectures, seminars, and guest sessions involving two or more departments will be organized.
- Proposals for interdisciplinary certificate courses will be prepared and submitted to the College Council.
- IQAC will monitor the outcomes of interdisciplinary activities for NAAC documentation.

## **Agenda 4: Activities of NSS / YRC / Clubs**

### **Discussion**

- NSS, YRC, and various student clubs presented their activity reports for the semester.
- Proposed activities included health camps, blood donation drives, disaster management awareness, campus cleaning, literacy campaigns, and environmental initiatives.

- The need for proper planning and documentation of each activity was highlighted for NAAC and institutional records.

#### **Resolution 4**

It was **resolved** that:

- NSS, YRC, and Clubs must conduct minimum two activities per semester focusing on social responsibility, health, environment, and community engagement.
- Departments are encouraged to collaborate with NSS/YRC for extension activities.
- Photo documentation, attendance, reports, and media coverage must be submitted to IQAC within three days of the event.
- A Community Engagement Calendar will be drafted and approved by IQAC.

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**