

# INTERNAL QUALITY ASSURANCE CELL CATHOLICATE COLLEGE, PATHANAMTHITTA

AFFILIATED TO MAHATMA GANDHI  
UNIVERSITY KOTTAYAM, KERALA

NAAC RE-ACCREDITED A<sup>++</sup> GRADE  
WITH CGPA 3.53 ESTD.1952



## Action Taken Report

Presented by IQAC coordinator on 07.07.2025

Ref: 6<sup>th</sup> Meeting of IQAC held on 26.05.2025

### 1. Item 03/06/IQAC/2025: Workshop on NAAC Documentation Software

#### Action Taken

A workshop on NAAC Documentation Software was held on 05.07.2025 at Mar Clemis Hall. Mr. Tinku Abey Koshy, CEO of Kods InfoTech, led the sessions and provided hands-on experience with the software to the teachers. The training aimed to streamline the process of digital documentation using the Campus Report Pro platform. Faculty members actively participated and clarified their queries to ensure effective implementation in their departments.

### 2. Item 05/06/IQAC/2025: Reconstitution of Internal Quality Assurance Cell (IQAC) Committee

#### Action Taken

As per the Proceedings of the Principal, Catholicate College, Pathanamthitta, Order No.: **CC/ACD/IQAC/101/1614/2025** dated 25/06/2025, the Internal Quality Assurance Cell (IQAC) Committee of the College has been reconstituted.

Dr. George Thomas  
IQAC Coordinator

Dr. Sindu Jones  
Principal/ IQAC Chairperson



DR. SINDU JONES  
Principal  
Catholicate College  
Pathanamthitta-689 645

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## Action Taken Report

Presented by IQAC coordinator on 26.05.2025

Ref: 5<sup>th</sup> Meeting of IQAC held on 13.01.2025

### 1. Item 03/05/IQAC/2025: Workshop on the Binary System of NAAC accreditation for affiliated colleges

#### Action Taken

A workshop on the Binary System of NAAC Accreditation for affiliated colleges was successfully organized on 18.01.2025. A total of 48 participants attended, comprising 28 participants from other colleges and 20 participants from the host institution. An income of ₹25,000 was generated through participant registration fees. As an outcome of the workshop, three institutions have formally requested mentorship support from our college for their NAAC accreditation process.

### 2. Item 05/05/IQAC/2025: NIRF, AISHE, KIRF report submission

#### Action Taken

The NIRF report was submitted on 10.01.2025, and the AISHE report was submitted on 12.02.2025.

### 3. Item 07/05/IQAC/2025: Establishment of the Student Services Centre (SSC)

#### Action Taken

The Student Services Centre (SSC) was established on 20th February 2025 to address students' physical, mental, and emotional well-being. This initiative aligns with UGC guidelines, fostering holistic development and creating a nurturing environment for personal, emotional, and social growth.

Executive Members Appointed:

Dr. Sindu Jones – Director/Principal

Shynu Abraham – Deputy Head

Neeraja Sunil – Counsellor

Capt. Jijo K Joseph – Physical Fitness Coordinator

Fr. (Dr.) Thomson Robi – Head

Soumya Jose – Programme Coordinator

Dr. Dhanya I – Administrative Officer

Dr. George Thomas – IQAC Coordinator

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The SSC has conducted counselling sessions for various departments and initiated a series of wellness programs including Counselling and Meditation, Self-Defense, Physical Wellness, Yoga, and Zumba sessions. An awareness program against the use of drugs and narcotics was also successfully organized on 21.03.2025.

Dr. George Thomas  
IQAC Coordinator

Dr. Sindu Jones  
Principal/ IQAC Chairperson

DR. SINDU JONES  
Principal  
Catholicate College  
Pathanamthitta-689 643



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## Action Taken Report

Presented by IQAC coordinator on 13.01.2025

Ref: 4<sup>th</sup> Meeting of IQAC held on 08.10.2024

### 1. Item 03/04/IQAC/2024: AQAR 2023-24 submission

#### Action Taken

The AQAR for 2023-24 was submitted on 16.10.2024 after receiving recommendations from the College Council. The AQAR was accepted by NAAC without any corrections.

### 2. Item 04/04/IQAC/2024: Centre for Life Skills Development

#### Action Taken

The Centre for Life Skills Development was established on 5th November 2024. Dr. Anu P. T. serves as the Head, Dr. Saino Hanna Varghese as the Deputy Head, Dr. Vidya Merlin Varghese as the Programme Coordinator, Dr. Laija P. J. as the Administrative Coordinator, Ms. Susan K. Wilson as the Outreach Activity Coordinator, and Dr. Karthika S. as the Monitoring and Evaluation Officer. Various activities have been conducted, such as the Compassion Corner for students and "Baked with Love: Reaching Out with Cakes." The Life and Academics Enrichment Session is being conducted from 13th to 17th January for second-year PG students.

### 3. Item 05/04/IQAC/2024: NIRF, KIRF, AISHE Report preparation

#### Action Taken

The NIRF report was submitted on 10.01.2025. Data acquisition and consolidation were led by Dr. Soosen Samuel M from IQAC. The college was ranked 38th in the state and 1st in the district in the All Kerala Higher Education Survey of 2024.

### 4. Item 06/04/IQAC/2024: Faculty Development Programmes

#### Action Taken

An FDP on the Binary System of NAAC accreditation was conducted on 19th November 2024. A workshop on innovation and incubation is planned to be conducted on 17th January 2025.2025. The financial assistance is given by Management.

Dr. George Thomas  
IQAC Coordinator  
Chairperson



Dr. Sindu Jones  
Principal/ IQAC  
DR. SINDU JONES  
Principal

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### Action Taken Report

Presented by IQAC coordinator on 08.10.2024

Ref: 3<sup>rd</sup> Meeting of IQAC held on 11.06.2024

#### 1. Item 02/03/IQAC/2024: Academic and Administrative Audit (AAA) for 2023-24 Action Taken

The Academic and Administrative Audit (AAA) of the college was conducted on June 21, 2024. The audit team included the Resident Manager, H.G. (Dr.) Abraham Mar Seraphim; MOC Secretary, Dr. M. E. Kuriakose; Governing Board Member, Dr. George Varghese Koppara; and External Expert, Prof. Harry Cletus. The activities of the IQAC, various departments, the library, and the college office were evaluated. A detailed report, including the academic audit certificate and recommendations aligned with the new NAAC framework and the NEP 2020, was submitted by the committee.

#### 2. Item 03/03/IQAC/2024: IQAC Action Plan, Initiatives, and Proposals for 2024-25 Action Taken

The IQAC action plan and initiatives, along with recommendations for the Management, Principal, IQAC, various departments, College Office, Innovation Centre, SQAC, Library, NCC, NSS, and Sports, have been incorporated into the academic audit report. Strategies for introducing new certificate courses, promoting translational research and publications, conducting outreach activities, securing patents and trademarks, integrating technology, fostering sustainability and alignment with SDGs, enhancing alumni participation, and improving student progression to higher education and placements have also been included.

#### 3. Item 05/03/IQAC/2024: Any other matters with the Chair's permission Action Taken

Student Induction Programme "Deeksharambh 2024" for newly admitted students was conducted from July 8 to July 12, 2024. This five-day event was organized to welcome and orient first-year undergraduate students, facilitating their smooth transition into college life.

#### 4. Item 08/01/IQAC/2024 Digital documentation of activity reports

The development of software for the digitization of activity report documentation has been entrusted to Mr. Tinku, Kods Infotech. Preliminary testing of the software has been completed, and it is scheduled for implementation in October 2024.

#### 5. Item 10/01/IQAC/2024 Fund Generation and IQAC Accounts Opening

A dedicated bank account in Indian Bank was allotted to the IQAC by the management. The primary purpose of this account is to facilitate the collection of registration fees for Faculty Development Programs (FDPs), workshops, seminars, and other academic activities organized by the IQAC. Recently, the IQAC organized an orientation program for 1<sup>st</sup> Year PG students on Generative AI and Library Databases, which received a total registration fee amounting to ₹9,700.



Dr. George Thomas

**IQAC Coordinator**



Dr. Sindu Jones

**Principal/ IQAC Chairperson**

**DR. SINDU JONES**  
Principal  
Catholicate College  
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