

Dr. Philipose Omman
Principal



CATHOLICATE COLLEGE

PATHANAMTHITTA - 689645, KERALA, INDIA

Under the Corporate Management of Malankara Orthodox Church Colleges

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

NAAC Re-accredited A Grade with CGPA 3.60

Tel. 0468-2222223, 2325223

28.12.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting Held on 18-06-2022

Venue :- Mar Clemis Hall

Agenda

1. Confirmation of the meeting held on 24/03/2022 and action Taken report
2. SSR preparation
3. Academic calendar 2022-2023
4. Orientation Programme for Administrative staff
5. Faculty Development Programmes
6. Training Programme for Administrative staff
7. Feedback and Student Satisfaction Survey
8. NEP related seminar
9. UG/PG Admission
10. Add on/Certificate/Value added programmes
11. Community extension programmes
12. Guest faculty appointment
13. Any other matter permitted by the chair

Members

1. Dr. Philipose Omman, Principal and Chairman IQAC
2. Dr. Renny P Varghese, IQAC Coordinator
3. Dr. P S Pratheep
4. Dr. Sunil Jacob
5. Smt. Liji Koshy
6. Dr. Sanu Thomas
7. Dr. Sosamma John
8. Dr. Shyni T Alexander
9. Dr. Anu P T
10. Dr. Binoy T Thomas
11. Dr. Asha philipose
12. Dr. Ann Naisy Jacob
13. Dr. Dhanya I
14. Dr. Smitha Sara Padiyara
15. Sri. Rajendra Kumar IAS
16. Sri. Biji Kunchacko
17. Sri. Aravind A D3 Malayalam

The meeting started at 10:00 a.m in Mar Clemis Hall under the Chairmanship of Dr.Philipose Omman, Principal. The meeting discussed the following matters in detail:

The pending AQAR was submitted on 31/05/2022. As a further step, SSR is to be prepared and supposed to be submitted by December 2022. It is decided to continue the same criterion leaders and teams for the SSR preparation. The IQAC coordinator and Criterion coordinators are assigned to compile and consolidate data for SSR.

The meeting conformed the minutes of the previous meeting held on 24/03/2022 and IQAC Coordinator presented the ATR based on the decisions taken in the previous meeting.

A draft of the academic calendar is presented by the IQAC coordinator. IQAC suggested to modify the academic calendar and general timetable for the academic year 2022-2023.

The Orientation programme for second and fifth semester UG students (separate Meeting for Science, Arts and Language departments) and all PG students have been arranged and completed successfully. The Orientation programme for the first year UG students will be arranged and Dr.Asha Philipose is nominated to be the coordinator of this programme.

The committee decided to organize faculty development programmes and insist teachers to attend such programmes conducted by other institutions.

It is decided to conduct training programmes for all administrative staffs.

The student satisfaction survey was conducted in May 2021 by the IQAC in order to foster quality improvement of the college by incorporating inputs from the students.

The National Educational policy was introduced by the Central Government and IQAC instruct to conduct more seminars and webinars about the new policy.

Our UG/PG admission is purely based on the guidelines and instructions released by the MG University from time to time. It is decided to instruct all the departments to prepare a brochure highlighting the uniqueness of each departments.

The Committee recommended to continue the existing UGC Add- on courses conducted in Mathematics and physics department. Each department is expected to conduct at least one certificate course (minimum 30 hours of duration) and one value-added programme.

It is decided to encourage all the departments in organizing community extension programmes.

The IQAC requested the management for the appointment of guest faculty as per the requirement in various departments.

It is also decided to conduct awareness and other programmes related to Anti-Drug Campaign, an initiative of Government of Kerala.

General Alumni Association meeting will be conducted on the second Saturday (August13,2022).

Encouraged students and faculties to join SWAYAM-NPTEL courses.

The meeting ended with the vote of thanks by IQAC Coordinator.

Dr. Renny P Varghese

IQAC Coordinator



Dr. Philipose Omman

Principal

Action Taken Report (Ref: Meeting on 18/06/2022)

1. IQAC ensured that the SSR preparation is in progress.
2. IQAC constituted a team of conveners and coordinators for various criteria.
3. Academic calendar has been released after effecting the changes put forward by the IQAC.
4. The Orientation programme for second and fifth semester UG students and all PG students have been arranged and completed successfully.
5. The Orientation programme for first year PG students has been conducted under the stewardship of Dr. Asha Philipose.
6. IQAC took necessary steps for organising NEP related seminar.
7. Departments submit brochures highlighting the uniqueness of each department
8. More departments introduced certificate courses as per the instructions of IQAC. IQAC encouraged other departments to do the same.
9. Zoology department organized a training programme on medical coding on 27th January,2023
10. A National Webinar on NEP 2020 was conducted by Department of botany in collaboration with Bhaskaracharya college of Applied Science on 29th June,2022

Dr. Philipose Omman
Principal



CATHOLICATE COLLEGE

PATHANAMTHITTA - 689645, KERALA, INDIA

Under the Corporate Management of Malankara Orthodox Church Colleges
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

NAAC Re-accredited A Grade with CGPA 3.60

Tel. 0468-2222223, 2325223

28.12.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting Held on 24-09-2022

Venue:- Mar Clemis Hall

Agenda

1. Confirmation of the meeting held on 18/06/2022 and action Taken report
2. Matters related to certificate courses
3. Renewal of ERP software.
4. SSR
5. Social Battalion
6. Green Audit
7. Result Analysis
8. Incubation Centre and start up programmes
9. Any other matter permitted by the chair

Members

1. Dr. Philipose Omman, Principal
2. Dr. Renny P Varghese, IQAC Coordinator
3. Dr. P S Pratheep
4. Dr. Sunil Jacob
5. Smt. Liji Koshy
6. Dr. Sanu Thomas
7. Dr. Sosamma John
8. Dr. Shyni T Alexander
9. Dr. Anu P T
10. Dr. Binoy T Thomas
11. Dr. Asha philipose
12. Dr. Ann Naisy Jacob
13. Dr. Dhanya I
14. Dr. Smitha Sara Padiyara
15. Sri. Rajendra Kumar IAS
16. Prof. Dr.V.P.Mahadevan pillai
17. Sri. Biji Kunchako
18. Dr. T.K Alex
19. Sri. Aravind A

The meeting started at 10.00 a.m. in Mar Clemis Hall under the chairmanship of Dr. Philipose Omman, Principal.

The meeting confirmed the minutes of the previous meeting held on 18/06/2022 and IQAC coordinator presented the Action Taken Report based on the decisions taken in the previous meeting.

The meeting discussed the following matters in details:

IQAC reviewed the progress of the certificate courses in various departments.

The ERP software has to be renewed /updated for the academic year 2022-2023. The committee discussed the matter and the necessary arrangements will be made with the help of the management

The first draft of the SSR is prepared by each criterion after the verification by an external expert.

The training programme for Catholocate Brigade, the social battalion of the college will be arranged.

Green Audit is to be completed.

IQAC analysis the UG and PG results of each department

The first prototype was designed by the students of the college.

The committee proposed to form a team under the supervision of Dr. George Thomas, Department Of physics.

It is decided to give financial supports to teachers/administrative staffs.

Students Mentoring should be strengthened in each department.

The meeting was ended by the vote of thanks by IQAC coordinator.



Dr. Renny P Varghese

IQAC Coordinator



Dr. Philipose Omman

Principal

Action Taken Report (Ref: Meeting on 24/09/2022)

- 1) ERP software was renewed and updated for the academic year 2022-2023
- 2) SSR preparation is on the final stage. The SSR document is proof read and verified by an external expert. It is decided to take the help of another expert in order to get clarifications on some matter.
- 3) Green Audit has been completed successfully.
- 4) The result analysis of UG and PG has been completed.
- 5) IQAAC ensures the proper functioning of students Mentoring in each departments.
- 6) The training for Catholicate Brigade was completed

12-11-2022

Dr. Philipose Omman
Principal



CATHOLICATE COLLEGE

PATHANAMTHITTA - 689645, KERALA, INDIA

Under the Corporate Management of Malankara Orthodox Church Colleges

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

NAAC Re-accredited A Grade with CGPA 3.60

Tel. 0468-2222223, 2325223

28.12.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting Held on 17-12-2022

Venue :- Mar Clemis Hall

Agenda

1. Confirmation of the meeting held on 24/09/2022 and action Taken report
2. Felicitations to student achievers
3. AISHE and NIRF
4. Submission of IIQA and SSR
5. Inter collegiate competition
6. Young Innovators Programme
7. Seminar on Outcome based education
8. NET coaching class
9. Any other matter permitted by the chair

Members

1. Dr. Philipose Omman, Principal and Chairman IQAC
2. Dr. Renny P Varghese, IQAC Coordinator
3. Dr. P S Pratheep
4. Dr. Sunil Jacob
5. Smt. Liji Koshy
6. Dr. Sanu Thomas
7. Dr. Sosamma John
8. Dr. Shyni T Alexander
9. Dr. Bincy P J
10. Dr. Binoy T Thomas
11. Dr. Asha philipose
12. Dr. Ann Naisy Jacob
13. Dr. Dhanya I
14. Sri. Rajendra Kumar IAS
15. Sri. Biji Kunchako
16. Sri. Aravind A

The meeting started at 10.00am in Mar Clemis Hall under the chairmanship of Dr. Philipose Omman

The meeting conformed the minutes of the previous meeting held on 24.09.22 and the action taken report was presented.

The meeting discussed the following matters in detail:

The IQAC suggested management to felicitate students who have achieved ranks in various university examinations and achievements on other fields.

IQAC suggested to complete the pending works of NIRF and AISHE on time. Dr.George Thomas, Department of Physics, will be in-charge of this committee.

IQAC coordinator reported that there are some corrections needed in the IQA draft prepared earlier. The meeting decided to do the proper verification of the final IQA with the help of an external expert. It is also decided to submit the SSR on time.

IQAC direct each department to motivate students to participate in sports college/university kalolsavam,intercollegiate tournaments and competitions. Departments are advised to organise inter-collegiate events and competitions

Young innovative programme is specially designed under kerala development and innovation strategic council. IQAC suggested departments to implement such programmes.

IQAC suggested departments to start NET coaching for june 2023 cycle

IQAC suggested to conduct a seminar/workshop on outcome-based education in association with kerala higher education council.

A new building will be erected and the classes will be shifted to that block gradually

It is also decided to conduct placement drive inside the campus. The focus should be given to gender equity programmes.

It is requisite to conduct one day conference and a talk on NEP for MOC colleges.

IQAC encourages departments to participate students in youth parliament.

It is also decided to organise a one day workshop on yoga

The meeting was ended by the vote of thanks by IQAC co-ordinator.

Dr. Renny P Varghese

IQAC Coordinator



Dr. Philipose Omman

Principal

Action Taken Report (Ref: Meeting on 17/12/2022)

- 1) IQAC enquires that the pending works of NIRF and AISHE has been completed on time
- 2) The student achievers has been felicitated
- 3) The corrections in IIQA has been made and the final IIQA is verified with the help of an external expert
- 4) Our students took part in various inter-collegiate fests and university arts festival .IQAC selected Asst.prof Vivek Jacob to co-ordinate the programmes and assigns him to accompany with the students
- 5) IQAC ensures the timely completion of the new building
- 6) A placement drive has been organised by career guidance and placement cell of Catholocate college Pathanamthitta in association with web castle on February 22,2023
- 7) A talk show on gender was organised by women cell on march 2,2023

15.03.2023

Dr. Philipose Omman
Principal



CATHOLICATE COLLEGE

PATHANAMTHITTA - 689645, KERALA, INDIA

Under the Corporate Management of Malankara Orthodox Church Colleges

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

NAAC Re-accredited A Grade with CGPA 3.60

Tel. 0468-2222223, 2325223

28.12.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting Held on 26-03-2023

Venue:- Mar Clemis Hall

Agenda

1. Confirmation of the meeting held on 17/12/2022 and Action Taken report
2. Academic Calendar 2023-24
3. Action Plan for 2023-2024
4. Scholarship
5. Guest faculty appointment
6. Summer Programme
7. Feedback and Student Satisfaction Survey
8. Any Other matters permitted by the chair

Members

1. Dr. Philipose Omman, Principal and Chairman IQAC
2. Dr. Renny P Varghese, IQAC Coordinator
3. Dr. P S Pratheep
4. Dr. Sunil Jacob
5. Smt. Liji Koshy
6. Dr. Sanu Thomas
7. Dr. Sosamma John
8. Dr. Shyni T Alexander
9. Dr. Bincy P J
10. Dr. Binoy T Thomas
11. Dr. Asha philipose
12. Dr. Ann Naisy Jacob
13. Dr. Dhanya I
14. Dr. Smitha Sara Padiyara
15. Sri. Rajendra Kumar IAS
16. Dr. T.K. Alex
17. Sri. Biji Kunchako
18. Sri. Aravind A

The meeting started at 10:00 am in Mar Clemis Hall under the chairmanship of Dr.Philipose Omman, Principal.

The meeting conformed the minutes of the previous meeting held on 17.12.2022 and the Action Taken Report was presented.

The meeting discussed the following matters in details:

The IQAC Committee decided that academic calendar for the year 2023-24 is to be prepared in accordance with the University Calendar.

It is decided to direct the departments to prepare action plan in advance and submit the same to the IQAC before June 2023 to finalize the Action Plan for the year 2023-2024

The committee also addressed scholarship related issues of the students and decided to assign an office in-charge for the student scholarship supports.

It is decided to release the guest faculty notification for the academic year 2023-2024.

IQAC insisted departments to conduct/Organize Summer programme for school students

Feedback is to be collected from students, parents, teachers and alumni. Sajith Babu, Department of physics, is assigned as the coordinator of feedbacks and Saino Hanna Varghese, Department of Chemistry is assigned to be the coordinator of student Satisfaction Survey.

It is suggested to begin Bridge courses at the commencement of the classes. It is also necessary to provide orientation for students on commencement of the classes.

The meeting ended with the vote of thanks by IQAC coordinator.



Dr. Renny P Varghese
IQAC coordinator



Dr.Philipose Omman
Principal

Action Taken Report (Ref: Meeting on 26/03/2023)

- 1) Academic Calendar for the year 2023-24 was prepared in accordance with the University Calendar
- 2) Action Plan for the year 2023-24 was finalized.
- 3) Scholarship-related issues were addressed properly through the office in-charge.
- 4) The Guest Faculty notification was released in various newspapers.
- 5) Feedback was collected and student satisfaction Survey was also completed.
- 6) Departments took initiative to begin the bridge courses when the college reopens.

27.04.2023



CATHOLICATE COLLEGE

PATHANAMTHITTA - 689 645, KERALA, INDIA

Under the Corporate Management of Malankara Orthodox Church Colleges
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)
NAAC Re-accredited A Grade with CGPA 3.60, Tel : 0468 - 2222223, 2325223

Dr. SUNIL JACOB
Drawing and Disbursing Officer

Date.....

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting Held on 20-05-2023

Venue:- Mar Clemis Hall

Agenda

1. Confirmation of the meeting held on 17/12/2022 and Action Taken report
2. Academic Calendar 2023-24
3. Training Programme for Administrative Staff
4. Add On /Certificate Programme
5. NEP Related Seminar
6. Result Analysis
7. Incubation Centre
8. Waste Management
9. Solar Energy
10. Strategic Plan
11. NAAC peer team visit
12. Annual Report
13. Policy Document
14. Future Plan
15. Composition of new IQAC Panel

Members

1. Dr. Sunil Jacob, Principal and Chairman IQAC
2. Dr. Renny P Varghese, IQAC Coordinator
3. Dr. P S Pratheep
4. Smt. Liji Koshy
5. Dr. Sanu Thomas
6. Dr. Sosamma John
7. Dr. Shyni T Alexander
8. Dr. Bincy P J
9. Dr. Binoy T Thomas
10. Dr. Asha Philipose
11. Dr. Ann Naisy Jacob
12. Dr. Dhanya I
13. Dr. Smitha Sara Padiyara
14. Sri. Rajendra Kumar IAS
15. Dr. T.K. Alex
16. Sri. Biji Kunchako
17. Sri. Aravind A

The meeting started at 10.00am in the Mar Clemis Hall under the chairmanship of Dr.Sunil Jacob, Principal

The meeting discussed the following matters in detail:

The committee decided that academic calendar for the academic year 2023-24 is to be prepared in accordance with the university calendar

It is decided to conduct training programmes for the administrative staff which can equip them to excel in their respective section

Instructions will be given to departments in order to give ample focus to Add-on/certificate programmes.

It is decided to organise NEP related seminar in order to familiarize the NEP 2020

IQAC instructed departments to prepare the result analysis for the academic year 2022-23

IQAC give instructions and guidelines on effective utilisation of incubation centre

IQAC decided to create awareness in students on effective waste management .The food in lunch box is preferred than the packaged foods in foils, wrappers and plastic sheets.

IQAC will take initiative for the effective usage of solar energy. The solar panels will be given for maintenance/service if needed.

IQAC give the directions to prepare the strategic plan for2023-2030

IQAC constituted various committees prior to NAAC peer team visit. Each committee is entrusted with different responsibilities and charges

IQAC instructed departments to provide all the details requisite for the preparation of Annual Report (2022-2023)

IQAC inspected the policy documents and ensures that the policy documents are properly maintained

IQAC insisted committee members to suggest ideas to be effected in the future plan of the institution

It is decided to compose a new panel for IQAC.A new panel under the chairmanship of the new principal will be formed.

The meeting confirmed the minutes of the meeting held on 26-03-2023 and Action Taken Report.

The meeting ended with the vote of thanks by IQAC coordinator.

Dr. Renny P Varghese
IQAC Coordinator



Dr. Sunil Jacob
Principal

Action Taken Report (Ref: Meeting on 20/05/2023)

- 1) The Academic Calendar for the year 2023-24 has been published
- 2) Departments were instructed to give focus on add-on /certificate courses
- 3) IQAC provide a plan of action for the effective utilisation of incubation centre
- 4) The solar panels have been serviced and are ready for use
- 5) The strategic plan for the years 2023-2030 was prepared
- 6) IQAC constituted various committees prior to NAAC peer team visit .Each committee is entrusted with different charges
- 7) IQAC collected ideas from committee members towards the future plans of the institution.

22/06/2023