

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

Date.....

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting I (2021 – 2022)

Date : 10 – 06 – 2021

Time : 10.00 am

Venue: Mar Clemis Hall

Agenda

1. Follow up of the meeting held on 03-03-2021 and Action Taken Report presentation
2. Submission of Pending AQAR
3. Academic calendar 2021- 2022
4. Orientation Programme for UG and PG students
5. SSR Preparation
6. Faculty Development Programmes
7. Training Programme for Administrative Staff
8. Feedback and Student Satisfaction Survey
9. NEP related seminar
10. Platinum Jubilee Celebration
11. UG/PG Admission
12. Add on/Certificate/Value added programmes
13. Community extension programmes
14. Guest faculty appointment
15. Azadi Ka Amrit Mahotsav celebrations
16. Any other matter permitted by the chair

Members present

1. Dr. Philipose Omman, Principal and Chairman of IQAC
2. Dr. Renny P Varghese, IQAC Coordinator
3. Dr. P S Pratheep
4. Dr. Sunil Jacob
5. Dr. Sunil Kumar R
6. Dr. Mini George
7. Dr. Sosamma John
8. Dr. Shiny T Alexander
9. Dr. Anu P T
10. Dr. Binoy T Thomas
11. Dr. Asha Philipose
12. Dr. Ann Naisy Jacob
13. Dr. Soosen Samuel
14. Sri. Rajendra Kumar IAS
15. Sri. Biji Kunchako
16. Kum. Parvathy Anil Nair



Courses offered: 13 UG courses | 15 PG courses | 1 Integrated MA (5 Year) | 7 Research Departments

E-mail: catholicatecollege@yahoo.com

DST-FIST identified college

www.catholicatecollege.com

An ISO: 9001-2008 institution

The meeting started at 10.00 am in the Mar Clemis hall under the chairmanship of the Principal, Dr. Philipose Omman. The meeting discussed the following matters in detail:

Item No.1: Follow up of previous meeting and ATR presentation

The meeting reviewed the follow up activities based on the previous meeting held on 03.03.2021. The minutes was read and passed. The IQAC Coordinator presented the ATR based on the decisions taken in the previous meeting.

Item No. 2: Submission of pending AQAR

The IQAC coordinator reported the status of the pending AQAR. The meeting decided to submit all the pending AQARs at the earliest. For the preparation of NAAC documents, all teachers were divided into seven groups corresponding to the seven criteria and each group was assigned the responsibility of one criterion. It was decided to entrust the following teachers with the charge of the seven criteria. Criterion I – Dr. Sunil Jacob and Sri. Sajith Babu S, Criterion II – Dr. Mini George and Dr. George Thomas, Criterion III – Dr. Susha D and Dr. Binoy T Thomas, Criterion IV – Dr. Sunil Kumar R and Dr. Dais George, Criterion V – Dr. Sosamma John and Fr. Thomson Robi, Criterion VI – Dr. Asha Philipose and Sri. Vivek Jacob Abraham, Criterion VII – Dr. Shirly Baby and Dr. Shiny T Alexander.

Item No. 3: Academic Calendar

A draft of the academic calendar was presented by the IQAC coordinator. IQAC suggested the modifications to the academic calendar in association with the University academic calendar for the year 2021 – 2022.

Item No.4: Orientation Programme for UG and PG students

The meeting decided to conduct Orientation Programme for Second and Fifth semester UG students (Separate Meeting for Science, Arts and Language departments) and all PG students through online mode. Dr. Mini George, Dr. P S Pratheep, Dr. Renny P Varghese and Dr. Binoy T Thomas were the coordinators for conducting the orientation programmes.

Item No.5: SSR Preparation

The IQAC coordinator and criterion coordinators were assigned to compile and consolidate the data for NAAC metrics.

Item No.6: Faculty Development Programmes

The meeting decided to organize Faculty Development Programmes and to insist teachers to attend such programmes conducted by other institutions.

Item No.7: Training Programme for Administrative staff

It was decided to conduct training programmes for all administrative staff.



Item No.8: Feedback and Student Satisfaction Survey

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 survey was conducted based on a well-structured, comprehensive questionnaire, designed using the online survey administration suite, Google Forms. The report of the Survey was discussed in the meeting and it was decided to give proper suggestions to each department for their improvement.

Item No.9: NEP related seminar

The IQAC gave instructions to organize seminars and talks on the National Education Policy introduced by the Central Government.

Item No.10: Platinum Jubilee Celebration

It was resolved to celebrate the 70th anniversary of the Institution with the whole-hearted support of all the stakeholders. It was also decided to organise a Logo Competition for students to prepare the Platinum Jubilee Logo.

Item No.11: UG/PG Admission

Considering the various issues related to quality sustenance, the Committee recommended not to apply for additional marginal increase for UG and PG admissions during the year. It was decided to instruct all departments to prepare a brochure highlighting the unique features and facilities of the Department in view of upcoming admissions.

Item No.12: Add on/Certificate/Value added Programmes

It was recommended to continue the existing UGC Add on courses conducted in Mathematics and Physics Departments. Each Department was directed to conduct one certificate course of minimum 30 hours duration and one value-added programme of shorter duration.

Item No.13: Community extension programmes

The prospect of further extension of the service of the institution to the local Community was discussed. Instructions were given to strengthen the Student Task Force to support and help the community in times of natural calamities and social crisis.

Item No.14: Guest Faculty appointment

The IQAC requested the Management to appoint guest faculty in various departments for the new academic year.

Item No.15: Azadi Ka Amrit Mahotsav Celebrations

In connection with 75th anniversary of Independence Day, the IQAC insisted on the importance of the event and suggested to organise more programmes related to this.



Item No.16: Any other matter permitted by the chair.

1. IQAC placed before the Management the lack of adequate number of classrooms to accommodate students to the newly sanctioned courses and recommended the construction of a new block.
2. General Alumni Association meeting will be conducted on the Second Saturday of August 2021.

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



Dr. Renny P Varghese
IQAC Coordinator



Dr. Philipose Omman
Principal



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

Date.....

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting II (2021 – 2022)

Date : 16 – 09 – 2021

Time : 10.00 am

Venue : Mar Clemis Hall

Agenda

1. Follow up of the meeting held on 10-06-2021 and Action Taken Report presentation
2. Starting of SSP
3. Matters related to Certificate Courses
4. Modifications regarding ICT enabled teaching
5. Commencement of First internal examination
6. Training programme for Administrative staff
7. NAAC AQAR and SSR preparation
8. Green Audit initiative
9. Result Analysis
10. Waste Management
11. Incubation Centre and Startup Programmes
12. Induction Programme for First Year students
13. Any other matter permitted by the chair

Members present

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. Dr. Sunil Kumar R
6. Dr. Mini George
7. Dr. Sosamma John
8. Dr. Shiny T Alexander
9. Dr. Anu P T
10. Dr. Binoy T Thomas
11. Dr. Asha Philipose
12. Dr. Ann Naisy Jacob
13. Dr. Soosen Samuel
14. Dr. T K Alex
15. Sri. Rajendra Kumar IAS
16. Sri. Biji Kunchako
17. Kum. Parvathy Anil Nair



Courses offered: 13 UG courses | 15 PG courses | 1 Integrated MA (5 Year) | 7 Research Departments

E-mail: catholicatecollege@yahoo.com

DST-FIST identified college

www.catholicatecollege.com

An ISO: 9001-2008 institution

The meeting started at 10.00 am in the Mar Clemis Hall under the chairmanship of the Principal, Dr. Philipose Omman. The meeting discussed the following matters in detail:

Item No.1: Follow up of the meeting held on 10/06/2021 and Action Taken Report presentation

The meeting reviewed the follow up activities based on the previous meeting held on 10-06-2021. The minutes was read and passed. The IQAC Coordinator presented the Action Taken Report based on the decisions taken in the previous meeting.

Item No.2: Starting of SSP

IQAC suggested the starting of Scholar Support Programme.

Item No.3: Matters related to Certificate Courses

IQAC reviewed the progress of the Certificate Courses in various departments.

Item No. 4: Modifications regarding ICTEnabled teaching

IQAC suggested modifications in the ICT enabled teaching and requested the management for the installation of interactive boards/panels in each Department.

Item No.5: Commencement of First internal examination

IQAC suggested the starting of First Internal Examination.

Item No.6: Training programme for Administrative staff

Inorder to increase the efficiency of the administrative staff, IQAC suggested to conduct a training programme with the help of Deputy Directorate of Collegiate Education, Kottayam.

Item No.7: NAAC AQAR and SSR preparation

Each criterion reported the progress in the preparation of AQAR and SSR. The difficulty in collecting the data due to COVID 19 situation was acknowledged.

Item No.8: Green Audit initiative

It was decided to implement the environmental/ energy audit in the current year. Dr. Shiny T Alexander, HoDDepartment of Economicswas allotted the charge of theprogramme.

Item No.9: Result Analysis

IQAC analysed the results of UG and PG of each department and instructions/suggestions for improvement were given to each Department.

Item No.10:Waste Management

The need to augment arrangements for proper waste management was discussed. The Principaldetailedthe arrangements made for collecting the waste through theMunicipality/Kudumbasree units.



Item No.11: Incubation Centre and Startup Programmes

IQAC suggested to start an Incubation Centre in the college and to encourage Startup programmes. Dr. Binoy T Thomas, HoD, Department of Botany was given the charge of these activities.

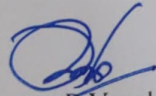
Item No.12: Induction Programme for first year students

The First year UG and PG classes commenced on 28-09-2021 and 02-11-2021 respectively. IQAC suggested to conduct an Induction meeting to the newly admitted students. After the meeting HoDs and class teachers were directed to give instructions to students regarding discipline, time table, attendance etc.

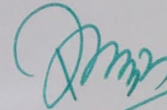
Item No.13: Any other matter permitted by the chair

1. The Principal suggested that each teacher should publish at least one research article in UGC Care listed journal each year.
2. Details of student progression to employment with documents should be collected and kept in the department.
3. Community extension programme should be conducted by each department.
4. Proposed to start the work of AISHE and NIRF.
5. Suggested to give financial support from PTA and Management to teachers and students for conducting/attending seminars/workshops.
6. Student Mentoring has to be implemented in each department.

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



Dr. Renny P Varghese
IQAC Coordinator



Dr. Philipose Omman
Principal



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

Date.....

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting III (2021 – 2022)

Date : 18 – 12 – 2021

Time : 10.00 am

Venue: Mar Clemis Hall

Agenda

1. Follow up of the meeting held on 16-09-2021 and ATR
2. Felicitations to student achievers
3. AISHE and NIRF
4. Submission of AQAR
5. Strategy for Covidprotocol in campus.
6. Intercollegiate Championship/Competition
7. Young Innovators Programme
8. Feedback and Student satisfaction survey
9. Seminar on Outcome Based Education
10. Smart Classroom
11. NET Coaching
12. Any other matter permitted by the chair

Members present

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. Dr. Sunil Kumar R
6. Dr. Mini George
7. Dr. Sosamma John
8. Dr. Shiny T Alexander
9. Dr. Anu P T
10. Dr. Binoy T Thomas
11. Dr. Asha Philipose
12. Dr. Ann Naisy Jacob
13. Dr. Soosen Samuel
14. Sri. Rajendra Kumar IAS
15. Sri. Biji Kunchako
16. Kum. Parvathy Anil Nair



Courses offered: 13 UG courses | 15 PG courses | Integrated MA (5 Year) | 7 Research Departments

E-mail: catholicatecollege@yahoo.com

DST-FIST identified college

www.catholicatecollege.com

An ISO: 9001-2008 institution

The meeting started at 10.00 am in the Mar Clemis hall under the chairmanship of the Principal, Dr. Philipose Omman. The meeting discussed the following matters in detail:

Item No.1: Follow up of the meeting held on 16-09-2021 and ATR presentation

The meeting reviewed the follow up activities based on the previous meeting held on 16.09.2021 and Action Taken Report was presented by the IQAC Coordinator.

Item No.2: Felicitations to student achievers

IQAC suggested to conduct felicitations to honour students who achieved University ranks and other remarkable achievements.

Item No.3: AISHE and NIRF

IQAC suggested to complete the work of NIRF and AISHE in time. Dr. George Thomas, Asst.Prof, Department of Physics was entrusted with the charge of this committee.

Item No.4: Submission of AQAR

IQAC coordinator observed that some corrections were needed for the completion of AQAR. The meeting decided to conduct proper verification of the report by an external expert.

Item No.5: Strategy for COVID protocol in campus

Due to increase in the number of COVID positive cases in the college, IQAC recommended the following protocol in the campus:

- All students should wear double mask in and outside the campus.
- Do not share water and food items.
- Keep social distancing in the campus.
- Everyone in the campus has to obey the COVID protocol as per the directions of Government and Health Department.

Item No.6: Intercollegiate championship/competition

IQAC gave directions to each department to motivate students to participate in sports, Collège/University Youth Festival, intercollegiate tournaments and competitions. Teachers and students were encouraged to join MOOC courses. All departments were instructed to increase the number of MOU.

Item No.7: Young Innovators Programme

The IQAC directed to implement Young Innovative Programme designed under Kerala Development and Innovation Strategic Council. Necessary instructions regarding the programme were given and charges were allotted.

Item No.8: Feedback and Student Satisfaction Survey

It was decided to collect the feedback from Students, Teachers, Alumni and Parents in the month of March. Sri. Sajith Babu S, Assistant Professor, Department of Physics was given the charge of collecting and analyzing the feedback. It was decided to conduct a Student Satisfaction Survey in March. A team headed by Dr. George Thomas, Assistant Professor,



Department of Physics was given the charge of executing the survey. The questions to be included in the feedback and survey were discussed and finalized.

Item No. 9: Seminar on Outcome Based Education

Suggestions were given to conduct seminar/workshop on Outcome Based Education in association with Kerala Higher Education Council. Dr. Sosamma John, Department of Physical Education was assigned the charge of the seminar.

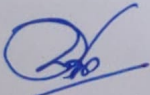
Item No.10 : Smart Classroom

IQAC recommended the Management to increase the number of Smart Classrooms. It was suggested to install interactive panel in every PG class.

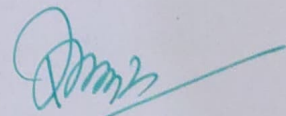
Item No.11: NET Coaching

IQAC gave instructions to conduct NET coaching classes systematically in various departments.

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



Dr. Renny P Varghese
IQAC Coordinator



Dr. Philipose Omman
Principal



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

Date.....

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting IV (2021 – 2022)

Date: 24 – 03 – 2022

Time : 10.00 am

Venue: Mar Clemis Hall

Agenda

1. Follow up of the meeting held on 18.12.2022 and ATR presentation
2. Submission of AQAR and SSR
3. Academic Calendar 2022-23
4. Action Plan 2022-23
5. Student related issues
6. Guest faculty appointment
7. Summer Programme
8. Any other matter permitted by the chair

Members present

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. Dr. Sunil Kumar R
6. Dr. Mini George
7. Dr. Sosamma John
8. Dr. Shiny T Alexander
9. Dr. Anu P T
10. Dr. Binoy T Thomas
11. Dr. Asha Philipose
12. Dr. Ann Naisy Jacob
13. Dr. Soosen Samuel
14. Dr. T K Alex
15. Sri. Biji Kunchako
16. Kum. Parvathy Anil Nair



Courses offered: 13 UG courses | 15 PG courses | 1 Integrated MA (5 Year) | 7 Research Departments

E-mail: catholicatecollege@yahoo.com

DST-FIST identified college

www.catholicatecollege.com

An ISO: 9001-2008 Institution

The meeting started at 10.00 am in the Mar Clemis Hall under the chairmanship of Dr. Philipose Omman. The meeting discussed the following matters in detail:

Item No. 1: Follow up of the meeting held on 18.12.2022 and ATR presentation

The meeting reviewed the follow up activities based on the previous meeting held on 18.12.2022 and the Action Taken Report was presented.

Item No.2: Submission of AQAR and SSR

The final report of all pending AQARs was discussed and approved for final submission.

The progress of each criterion with regard to SSR preparation was evaluated.

Item No. 3: Academic calendar 2022-23

Discussions were made regarding the preparation of Academic Calendar 2022-23 and suggestions were invited. Directions were given to prepare and submit the Academic Calendar in the first week of June 2022.

Item No.4: Action Plan for 2022-23

IQAC decided to direct the Departments to prepare action plan in advance and submit the same to the IQAC before June 2022 to enable the finalization of the Action Plan for the year 2022-23.

Item No. 5: Scholarship and Student related issues

Instructions were given in order to maximize the number of Student Scholarships. Proper communication and clarification regarding various scholarships has to be given to students in time so as to enable maximum number of students to apply and avail scholarships. It was also recommended to increase the amount of endowments instituted by the College.

Item No. 6: Guest faculty appointment

IQAC recommended the Management to appoint guest faculty in the Departments where there is shortage of teachers. Notification for guest faculty interview has to be given in various newspapers before June.

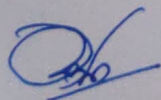
Item No.7: Summer Programme

All Departments were directed to organize Summer Programme for High School and Higher Secondary Students in May 2022.

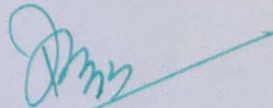
Item No.8: Any other matter permitted by the chair

1. Bridge courses at the commencement of the classes
2. Orientation for students at the commencement of the classes.

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



Dr. Renny P Varghese
IQAC Coordinator



Dr. Philipose Omman
Principal