

INTERNAL QUALITY ASSURANCE CELL CATHOLICATE COLLEGE, PATHANAMTHITTA

AFFILIATED TO MAHATMA GANDHI
UNIVERSITY KOTTAYAM, KERALA

NAAC RE-ACCREDITED A⁺⁺ GRADE
WITH CGPA 3.53 ESTD.1952



MINUTES

6th Meeting of Internal Quality Assurance Cell

Venue: IQAC Office

Date: 26.05.2025 (Monday)

Time: 10:00 A M

Chairperson: Dr. Sindu Jones, Principal

The meeting commenced at 10.00 AM in the IQAC Office under the chairmanship of Dr. Sindu Jones, Principal of the College. The Chairperson of the IQAC welcomed the gathering and informed the agenda of the meeting. Dr. George Thomas, IQAC coordinator, presented the minutes and the ATR of the previous meeting.

Agenda Items and Resolutions

1. Item 01/06/IQAC/2025: Confirmation of the minutes of the meeting held on 13.01.2025

The minutes of the previous meeting held on 13.01.2025 were reviewed and confirmed without any revisions.

2. Item 02/06/IQAC/2025: Academic and Administrative Audit for academic year 2024-25

It is decided to conduct an academic audit for the academic year 2024–25 at the beginning of the upcoming academic year, with departmental visits to ensure that all departmental files are updated.

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

It was resolved to organize a workshop on NAAC Documentation Software to create awareness about the software and to update all activity reports from the last two years in the portal, enabling easy access to all documents from anywhere and facilitating the NAAC accreditation process.

4. Item 04/06/IQAC/2025: Farewell to Dr. Asha Philipose, IQAC Member

Farewell was given to Dr. Asha Philipose, former HoD of the English Department and IQAC member. The committee expressed sincere gratitude to her for her commendable contributions to the IQAC over the past few years. Members praised the efforts she took during the last NAAC re-accreditation process by leading Criterion VI. Dr. Sindu Jones, Principal; Prof. (Dr.) Binoy T. Thomas, Bursar;

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Dr. Shyni T. Alexander, Senior Faculty Member; and Dr. George Thomas, IQAC Coordinator, felicitated her during the meeting. Dr. Asha Philipose shared her words of gratitude and affection with all IQAC members. The Principal handed over a token of appreciation from the IQAC to Dr. Asha Philipose after the meeting.

5. Item 05/06/IQAC/2025: Any other matters with the Chair's permission

It is decided to reconstitute the IQAC for the upcoming years. The IQAC Coordinator elaborated on all the initiatives taken by the IQAC in previous years and expressed sincere appreciation to all IQAC members for their invaluable efforts on these initiatives.

The activities of IQAC were reviewed during the meeting and it concluded at 11:15 AM with a vote of thanks extended by Dr. George Thomas, IQAC coordinator.

Dr. George Thomas
IQAC Coordinator

Dr. Sindu Jones
Principal/ IQAC Chairperson

DR. SINDU JONES
Principal
Catholicate College
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MINUTES

5th Meeting of Internal Quality Assurance Cell

Venue: IQAC Office

Date: 13.01.2025 (Monday)

Time: 02:30 P M

Chairperson: Dr. Anu P T, Principal-in-charge

The meeting commenced at 02.30 PM in the IQAC Office under the chairmanship of Dr. Anu P T, Principal-in-charge. The Chairperson of the IQAC welcomed the gathering and informed the agenda of the meeting. Dr. George Thomas, IQAC coordinator, presented the minutes and the ATR of the previous meeting.

Agenda Items and Resolutions

1. Item 01/05/IQAC/2025: Confirmation of the minutes of the meeting held on 08.10.2024

The minutes of the previous meeting held on 08.10.2025 were reviewed and confirmed without any revisions.

2. Item 02/05/IQAC/2025: Implementation of PM USHA fund

The IQAC reviewed the components of the PM-USHA fund and recommended its implementation in accordance with the proposed heads.

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

It was resolved to organize a workshop on the Binary System of NAAC Accreditation for affiliated colleges. The objective is to foster collaboration among higher education institutions in Kerala and to develop Institutional Quality Frameworks and Institutional Development Plans (IDPs) based on the outcomes of the workshop. Various committees have been constituted to coordinate the event.

4. Item 04/05/IQAC/2025: Commercialization of NAAC documentation software

The committee resolved to implement the NAAC Documentation Software at the institutional level and commercialize it for use in other colleges. It was also decided to enter into a Memorandum of Understanding (MoU) with KodsInfoTech, the developer of the software to facilitate the commercialization process.

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

The IQAC verified the NIRF and AISHE reports and approved them for submission, subject to the incorporation of minor corrections.

6. Item 06/05/IQAC/2025: Implementation of NEP 2020

The UGC notification on the evaluation of Higher Education Institutions based on the implementation of the National Education Policy (NEP) 2020 was discussed. The IQAC reviewed the parameters introduced by UGC for evaluating progress and eligibility for entitlements under various UGC regulations. It was resolved to initiate necessary actions to meet the required benchmarks and become eligible for UGC grants.

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

It was decided to establish a Student Services Centre (SSC) aimed at providing holistic support to students, focusing on physical, psychological, and emotional well-being. The centre will offer services including counseling, mental health guidance, and physical fitness programs. It will also address challenges such as academic pressure, behavioral issues, and stress. The following college committees will be associated with the SSC:

Counselling Cell

Athletics and Sports Promotion Council

Health Club

Equal Opportunity Forum

“Parayanoridam” Members

The activities of IQAC were reviewed during the meeting, and it concluded at 03:30 PM with a vote of thanks extended by Dr. Saino Hanna Varghese, Joint IQAC coordinator.

Dr. George Thomas
IQAC Coordinator
Chairperson



Dr. Sindu Jones
Principal/ IQAC

DR. SINDU JONES
Principal
Catholicate College
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MINUTES

4th Meeting of Internal Quality Assurance Cell

Venue: IQAC Office

Date: 08.10.2024 (Tuesday)

Time: 02:30 P M

Chairperson: Dr. Sindu Jones, Chairperson of the IQAC

The meeting commenced at 02.30 PM in the IQAC Office under the chairmanship of Dr. Sindu Jones, Chairperson of the IQAC. The Chairperson of the IQAC welcomed the gathering and informed the agenda of the meeting. Dr. George Thomas, IQAC coordinator, presented the minutes and the ATR of the previous meeting.

Agenda Items and Resolutions

1. Item 01/04/IQAC/2024: Confirmation of the minutes of the meeting held on 11.06.2024

The minutes of the meeting stand confirmed without any revisions.

2. Item 02/04/IQAC/2024: Academic and Administrative Audit (AAA) Report

The Academic and Administrative Audit (AAA) report submitted by the expert committee was evaluated, and the recommendations were communicated to the Heads of Departments and various committees. The department evaluation reports prepared by the committee were also provided to the HoDs.

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

The IQAC Coordinator presented the AQAR in the IQAC meeting. The IQAC verified the AQAR report and approved it for submission after incorporating minor corrections.

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

It has been decided to establish the Centre for Life Skills Development to inspire and equip students with the skills, goals, and habits necessary for self-growth and a meaningful life journey. The Centre also aims to encourage and support students struggling in their studies and help them overcome emotional and mental stress that may demotivate them or constrain their quality of life. Dr. Anu P.T. was selected as the Head of the Centre in the IQAC meeting.

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

A decision was made to submit the NIRF, KIRF, and AISHE reports for the academic year 2023-24. The following teachers were appointed as the in-charge of the committees: Dr. Soosen Samuel (Convenor) and Dr. Raneesh B. (Coordinator) for NIRF; Dr. Beena Koshy (Convenor) and Dr. Bincy P. J. (Coordinator) for AISHE; and Dr. Jinu P. Y. (Convenor) and Ms. Aswathy (Coordinator) for KIRF.

6. Item 06/04/IQAC/2024: FDP on Generative AI, OBE

It has been decided to conduct an FDP program on AI, OBE, Innovation and Incubation, and the Binary System of NAAC accreditation during the current academic year.

7. Item 07/04/IQAC/2024: IQAC News Letter

It has been decided to publish a newsletter on the activities of the IQAC for the past year, and Ms. Liji Koshy has been entrusted with the responsibility for the same.

The activities of IQAC were reviewed during the meeting, and it concluded at 03:30 PM with a vote of thanks extended by Dr. Anu P T, Joint IQAC coordinator.

Dr. George Thomas
IQAC Coordinator
Chairperson

Dr. Sindu Jones
Principal/ IQAC

DR. SINDU JONES
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3rd Meeting of Internal Quality Assurance Cell

Venue: IQAC Office

Date: 11.06.2024 (Tuesday)

Time: 02:30 P M

Chairperson: Dr. Sindu Jones, Chairperson of the IQAC

The meeting commenced at 02.30 PM in the IQAC Office under the chairmanship of Dr. Sindu Jones, Chairperson of the IQAC. The Chairperson of the IQAC welcomed the gathering and informed the agenda of the meeting. Dr. George Thomas, IQAC coordinator, presented the minutes and the ATR of the previous meeting.

Agenda Items and Resolutions

1. Item 01/03/IQAC/2024: Confirmation of the minutes of the meeting held on 26.03.2024

The minutes of the meeting stand confirmed without any revisions.

2. Item 02/03/IQAC/2024: Academic and Administrative Audit (AAA) for 2023-24

It has been decided to conduct an Academic and Administrative Audit (AAA) on June 21, 2024. The IQAC coordinator has informed the schedule of the audit. The MOC Manager, H.G. (Dr.) Zacharias Mar Aprem Metropolitan; Resident Manager, H.G. (Dr.) Abraham Mar Seraphim; MOC Secretary, Dr. M. E. Kuriakose; and External Expert, Prof. Harry Cletus, have agreed to evaluate the academic activities of the college.

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

The Log-Frame of the IQAC initiatives for the academic year 2024-25 was presented by the IQAC Coordinator, and each activity was discussed. Sri Shanu Philip suggested the importance of adding industrial collaboration/partnership, and Sri Vivek Jacob Abraham highlighted the importance of tapping solar energy resources as part of the college's green initiatives. The meeting finalized the Log-Frame of IQAC initiatives.

4. Item 04/03/IQAC/2024: Institutional Development Plan

The decision has been made to prepare a detailed Institutional Development Plan in accordance with the latest UGC guidelines for IDP. A subcommittee has been formed with Dr. Asha Philipose as the convenor. Ms. Liji Koshy, Mr. Vivek Jacob Abraham, Ms.

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Anu Francis and Mr. Vinod Raju have been added to the committee. It has been decided to add one member from each criterion of NAAC reaccreditation.

5. Item 05/03/IQAC/2024: Any other matters with the Chair's permission

The chairperson of the IQAC emphasized the importance of taking appropriate initiatives to organize the Student Induction Programme for newly admitted students. The IQAC coordinator informed the members about the notification published by the UGC in this regard. The members discussed the guidelines published for Deeksharambh – A Guide to Student Induction Programme, implemented by the UGC. The committee has entrusted the FYUGP committee to conduct the induction programme.

The activities of IQAC were reviewed during the meeting, and it concluded at 03:45 PM with a vote of thanks extended by Dr. Saino Hanna Varghese, Joint IQAC coordinator.

Dr. George Thomas
IQAC Coordinator



Dr. Sindu Jones
Principal/ IQAC Chairperson

DR. SINDU JONES
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