

# 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



### MINUTES

### 10<sup>th</sup> Meeting of Internal Quality Assurance Cell

Venue: IQAC Office

Date: 25.03.2026 (Wednesday)

Time: 09:30 AM

**Chairperson: Dr. Sindu Jones, Principal**

The meeting commenced at 09:30 AM under the chairpersonship of Dr. Sindu Jones, Principal of the College. The Chairperson welcomed all members and outlined the agenda of the meeting. Dr. George Thomas, IQAC Coordinator presented the minutes and the Action Taken Report (ATR) of the previous meeting.

#### Agenda Items and Resolutions

#### 1. Item 01/10/IQAC/2025 Confirmation of the minutes of the meeting held on 04.02.2026

The minutes of the previous meeting held on 04.02.2026 were reviewed and confirmed without any modifications.

#### 2. Item 02/10/IQAC/2025: Review of IQAC Activities

The committee reviewed the various activities undertaken by IQAC during the academic year 2025-26. The progress of initiatives such as academic audit, ranking report preparation, feedback collection, workshops and academic quality measures was discussed. The committee expressed satisfaction over the systematic functioning and recommended continuing the initiatives with enhanced participation.

#### 3. Item 03/10/IQAC/2025: Receipts and Payments – IQAC Account

The IQAC treasurer presented the statement of receipts and payments of the IQAC account and financial details. The committee approved the same without any objections.

#### 4. Item 04/10/IQAC/2025: Farewell to the IQAC Chairperson and Members

The committee expressed heartfelt gratitude to the IQAC Chairperson and outgoing member for their valuable contributions, guidance and support extended to the IQAC. Members shared their appreciation for the leadership and commitment shown during the tenure.

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## 5. Item 05/10/IQAC/2025: Any other matters with the Chair's permission

No additional matters were raised.

The meeting concluded at 10:30 AM with a vote of thanks proposed by Dr. George Thomas, IQAC Coordinator.

Dr. George Thomas

**IQAC Coordinator**

Dr. Sindu Jones

**Principal/ IQAC Chairperson**

Principal  
Catholicate College  
Pathanamthitta



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## MINUTES

### 9<sup>th</sup> Meeting of Internal Quality Assurance Cell

Venue: IQAC Office

Date: 04.02.2026 (Wednesday)

Time: 02:00 PM

**Chairperson: Dr. Smitha Sara Padiyara, Vice-Principal**

The meeting commenced at 2:00 PM under the chairpersonship of Dr. Smitha Sara Padiyara, Vice Principal of the College. Dr. Smitha Sara Padiyara welcomed the gathering and outlined the agenda of the meeting. Dr. George Thomas, IQAC Coordinator, presented the minutes and the Action Taken Report (ATR) of the previous meeting.

#### Agenda Items and Resolutions

**1. Item 01/09/IQAC/2025 Confirmation of the minutes of the meeting held on 05.11.2025**

The minutes of the previous meeting held on 05.11.2025 were reviewed and confirmed without any revisions.

**2. Item 02/09/IQAC/2025: NIRF Data Submission**

The committee reviewed the data compiled for NIRF. After verifying the data collected from various departments and administrative sections, the committee resolved to proceed with the submission of the NIRF report within the stipulated schedule.

**3. Item 03/09/IQAC/2025: Cath Excelsior 2026**

The committee discussed the organisation of Cath Excelsior 2026 and decided that prior approval from the College Council will be obtained. The responsibility for organising the programme was entrusted to the Student Quality Assurance Cell (SQAC) under the guidance of IQAC.

**4. Item 04/09/IQAC/2025: Feedback Analysis for the academic year 2025-26**

The committee decided to collect feedback from all stakeholders, including students, teachers, alumni and parents for the academic year 2025–26. It was resolved that student feedback on teachers will be collected and maintained at the respective departments under the custody of the Head of the Department (HOD).

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## 5. Item 05/09/IQAC/2025: Energy Audit, Green Audit and Safety Audit for the academic year 2025-26

The committee resolved to conduct the Energy Audit, Green Audit and Safety Audit for the academic year 2025–26 as part of the institution's commitment to sustainability, environmental responsibility and campus safety.

## 6. Item 06/09/IQAC/2025: Workshop on AI Tools in Research for Research Scholars

The committee decided to organise a Workshop on AI Tools in Research aimed at research scholars and faculty members. The programme will focus on introducing advanced AI-based tools for literature review, data analysis, academic writing and research productivity.

## 7. Item 07/09/IQAC/2025: Any other matters with the Chair's permission

No additional matters were raised.

The meeting concluded at 03:00 PM with a vote of thanks proposed by Dr. George Thomas, IQAC Coordinator.

Dr. George Thomas  
IQAC Coordinator

Dr. Sindu Jones  
Principal/ IQAC Chairperson

Principal  
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### MINUTES

### 8<sup>th</sup> Meeting of Internal Quality Assurance Cell

Venue: IQAC Office

Date: 05.11.2025 (Wednesday)

Time: 02:00 PM

**Chairperson: Dr. Sindu Jones, Principal**

The meeting commenced at 02.00 PM 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 01/08/IQAC/2025 Confirmation of the minutes of the meeting held on 07.07.2025**

The minutes of the previous meeting held on 07.07.2025 were reviewed and confirmed without any revisions.

**2. Item 02/08/IQAC/2025: NIRF, KIRF report preparation**

The committee evaluated the previous Ranks in NIRF and KIRF and discussed to improve different parameters associated with NIRF and KIRF. It is decided to collect basic data needed for the NIRF, KIRF reports from the department and proceed to submit the report as per the schedule.

**3. Item 03/08/IQAC/2025: Institutional Development Plan**

The draft of the Institutional development plan was discussed in the IQAC meeting and approved to submit to college council for final approval to publish in the website.

**4. Item 04/08/IQAC/2025: Budget Proposal for the Financial Year 2025–26**

The treasure of the IQAC Dr. Vipin K Varghese presented the budget for the financial year 2025-26 and finalised it in the meeting.

**5. Item 05/08/IQAC/2025: Mental Health Awareness Programme for Non-teaching staff**

It was decided to conduct a Mental Health Awareness Programme for Non-teaching staff in this academic year.

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## 6. Item 06/08/IQAC/2025: Academic and Administrative Audit & Stakeholders meeting

It has been decided to postpone the Academic and Administrative Audit (AAA) to November due to the unavailability of the MOC Manager.

## 7. Item 07/08/IQAC/2025: Best Practices of the institution

It has been decided to select two best Practices of the institution by discussing with HoDs of the department.

## 8. Item 08/08/IQAC/2025: Any other matters with the Chair's permission

No additional matters were raised.

The meeting concluded at 03:30 PM with a vote of thanks proposed by Dr. Gokul G Nair, Faculty, Department of Botany.

Dr. George Thomas  
IQAC Coordinator

Dr. Sindu Jones  
Principal/ IQAC Chairperson

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## MINUTES

### 7<sup>th</sup> Meeting of Internal Quality Assurance Cell

Venue: IQAC Office

Date: 07.07.2025 (Monday)

Time: 02:00 PM

**Chairperson: Dr. Sindu Jones, Principal**

The meeting commenced at 02.00 PM 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 01/07/IQAC/2025 Confirmation of the minutes of the meeting held on 26.05.2025**

The minutes of the previous meeting held on 26.05.2025 were reviewed and confirmed without any revisions.

**2. Item 02/07/IQAC/2025: Log frame schedule of IQAC initiatives 2025-26**

The log-frame schedule of IQAC initiatives for the academic year 2025–26 was discussed in detail and finalized after incorporating the suggestions from members.

**3. Item 03/07/IQAC/2025: Annual IQAC Quality Assurance Calendar 2025–26**

The draft of the Annual Quality Assurance Calendar 2025–26 was presented. Suggestions from members were discussed and the final version was approved.

**4. Item 04/07/IQAC/2025: Academic and Administrative Audit for academic year 2024-25**

It was resolved to conduct the Academic and Administrative Audit (AAA) in August 2025. Departments will be provided with the AAA format and action plan format, which are to be submitted before 31st July 2025. The audit will include departmental visits to verify records. The following committee was constituted for the smooth conduct of AAA.

Dr. Anu P T, Associate Professor in Malayalam (Convenor)

Dr. Beena Koshy, Assistant Professor in Mathematics

Dr. Soosen Samuel M, Assistant Professor in Physics

Mr. Upanish V H, II Year MSc Zoology

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## 5. Item 05/07/IQAC/2025: Institutional Development Plan

It was decided to prepare a detailed Institutional Development Plan in line with the latest UGC guidelines. A subcommittee was constituted as follows:

Ms. Liji Koshy, HoD & Assistant Professor in Zoology (Convenor)

Dr. Gokul G Nair, Assistant Professor in Botany

Dr. Saino Hanna Varghese, HoD & Assistant Professor in Chemistry

Ms. Annu L Punoose, UGC Librarian

Ms. Avanthika Anil, II Year MSc Physics

## 6. Item 06/07/IQAC/2025: IQAC Newsletter

It has been decided to publish an IQAC Newsletter highlighting the activities of the past year. The responsibility was entrusted to Ms. Anju John, Assistant Professor in English and Ms. Deepthy Rajesh, Assistant Professor on contract in Computer Application.

## 7. Item 07/07/IQAC/2025: Any other matters with the Chair's permission

The IQAC Coordinator presented the Income and Expenditure Statement for the academic year 2024–25. Mr. Vipin K. Varghese was appointed as the new IQAC Treasurer. It was resolved to prepare a budget for IQAC initiatives for 2025–26. It was also decided to prepare the AQAR, KIRF, AISHE, and NIRF reports for the academic year 2024–25. The activities and initiatives of IQAC were reviewed.

The meeting concluded at 03:30 PM with a vote of thanks proposed by Dr. Shyni T Alexander, Head, Department of Economics.

Dr. George Thomas  
IQAC Coordinator



Dr. Sindu Jones  
Principal/ IQAC Chairperson

Principal  
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