



DEVASWOM BOARD PAMPA COLLEGE
Parumala P O, Pathanamthitta
(NAAC Accredited B Grade) | Affiliated to MG University, Kottayam

File.No:04/IQAC/Ad/25
19/11/2025

Minutes of the IQAC Meeting

Date: 19th November 2025

Time: 3:30 PM

Venue: Principal's Chamber

Members Present: 9 (including the Principal)

Members Absent:

- Mr. Unni M S, HoD Department of Mathematics & MG University Senate Member
- Dr. Abhilash N, Department of Chemistry

1. Opening Remarks

The meeting was convened as per the notice issued by the Principal on 18th November 2025. The Principal presided over the meeting and initiated the proceedings.

Agenda & Decisions

Agenda 1: Proforma for Promotion

- The promotion proforma of Dr. Sajan P (Physics), Dr. Dhanya Babu, Dr. Deepa S Nair, and Dr. Lekshmi S (Mathematics) was reviewed.
- Corrections suggested by the college office were incorporated.
- The revised proforma was approved for forwarding to the Screening Committee for promotion from Academic Level 10 to 11.

Agenda 2: KIRF Data Submission

- The meeting reviewed the progress of data collection.
- It was decided that students receiving e-grants will also be counted under scholarship beneficiaries.
- The final submission of KIRF data to the portal was approved.

Agenda 3: Newsletter on College Activities

- A sample copy of the newsletter for AY 2024-25 was shared.
- The Principal suggested presenting the newsletter in the form of a pamphlet for wider reach.

Agenda 4: Graduation Day

- The Principal shared his experience of organizing a similar event at Sree Ayyappa College and highlighted its positive outcomes.

- Financial sources for organizing the event were discussed.
- The meeting unanimously approved organizing a **Graduation Day** within the academic year under the leadership of IQAC.
- Mr. Santhosh Kumar G emphasized the importance of such an event, shared his personal experience during his daughter's convocation, and assured support from the non-teaching staff.

Agenda 5: Institution Development Plan (IDP)

- The draft copy prepared by Dr. Savitha Pramod was circulated among members.
- A detailed discussion was deferred to a later date to allow members to study the draft thoroughly.

Agenda 6: ZEST/QAC Formation

- The structure suggested by SLQA was presented by the IQAC Coordinator.
- Members sought more clarity on the functioning of ZEST.
- Dr. Ajith S Kumar was deputed to study and propose the formation of ZEST.

Conclusion

The meeting concluded with the above decisions and action points.

Prepared by Dr.Sathyajith.S, (IQAC Coordinator)


Principal

1. Dr.Sathyajith.S , Department of Physics, Coordinator
2. Mr.Unni M S, HoD Department of Mathematics & MG University Senate Member
3. Dr. Jaimsha Rani, HoD, Department of Botany
4. Dr. Abhilash N, Department of Chemistry
5. Dr. Ramya Jayan, Department of Chemistry, AISHE Coordinator
6. Dr. Ajith S Kumar, Department of Physics
7. Dr.Meera C, Department of English
8. Dr. Vishnu P M, Department of Commerce
9. Mr. Santhosh Kumar G, Junior Superintendent