



DEVASWOM BOARD PAMPA COLLEGE

Parumala P O, Pathanamthitta

(NAAC Accredited B Grade) | Affiliated to MG University, Kottayam

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25/09/2025

Minutes of the IQAC Meeting

Date: Thursday, 25th September 2025

Time: 3:30 PM

Venue: Principal's Chamber

Members Present: 9 (including the Principal)

Member Absent: Mr. Santhosh Kumar G, Junior Superintendent

1. Opening Remarks

The meeting was convened as per the notice issued by the Principal on 24th September 2025. The Principal presided over the meeting and initiated the proceedings.

2. Review of IQAC Documentation

The Principal enquired about the maintenance of the IQAC minutes book and observed that a separate hard copy of meeting minutes was not being maintained. It was instructed that either a dedicated minutes book or printed hard copies of meeting records should be kept ready for reference during meetings. This directive was unanimously welcomed by all members.

3. Presentation and Approval of Agenda

The agenda was read out by the IQAC Coordinator, Dr. Sathyajith S, and was accepted by all members for discussion. The finalized agenda items were:

1. Review and forwarding of proforma for promotion of faculty members
2. AISHE data submission
3. Proposal for a bi-monthly newsletter on college activities
4. Any other matters of importance

4. Decisions Taken

Agenda Item 1: Promotion Proforma

- The proforma submitted by Dr. Vani S and Dr. Preetha S Pillai for promotion from Academic Level 12 to Level 13A was approved for forwarding to the Screening Committee.

- Similarly, the proforma submitted by Dr. Sajan P, Dr. Deepa S Nair, Dr. Dhanya Babu, and Dr. Lekshmi S for promotion from Academic Level 10 to Level 11 was also approved for forwarding to the Screening Committee.

Agenda Item 2: AISHE Data Submission

- The AISHE Coordinator highlighted challenges in identifying EWS student data and calculating pass percentages for the academic year 2023–24.
- It was decided to collect relevant student details from the college office, specifically focusing on students who availed scholarships during AY 2023–24.
- Departments will be instructed to revise student data and pass percentage categories in accordance with AISHE portal guidelines.
- To obtain accurate measurements of the library and laboratory floor areas, assistance will be sought from the Physical Education Department.

Agenda Item 3: College Newsletter

- The feasibility of a bi-monthly newsletter was discussed. The Principal suggested that a half-yearly report would be more practical and sufficient to capture campus activities.
- It was proposed that IQAC prepare a standardized report template to be used by departments for documenting each campus event.
- The template should include the event notice, brochure, attendance sheet, and a minimum of three geo-tagged photographs.
- This suggestion was positively received by all members.

Agenda Item 4: IDP Draft Review

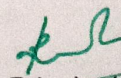
- The IQAC Coordinator introduced the Institutional Development Plan (IDP) draft prepared by Dr. Savitha Pramod.
- A copy of the draft was tabled before the committee and it was decided to circulate it among all members.
- A dedicated discussion session on the IDP will be scheduled in the upcoming week after members have reviewed the document.

Conclusion:

The meeting concluded at 5:00 PM.



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


Principal