

DEVASWOM BOARD PAMPA COLLEGE

Parumala P O, Pathanamthitta

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

File.No:10/IQAC/Ad/26
29/06/2026

Minutes of the IQAC Meeting

Date: 29/06/2026

Time: 3:30 PM

Venue: Principal's Chamber

1. Reading and Confirmation of Previous Minutes

- The minutes of the previous meeting were read out by **Dr. Sathyajith S., IQAC Coordinator**.
- The committee accepted the minutes without modification and proceeded to the agenda of the day.

2. Agenda Item 1: Proforma for Research Supervisor

- The committee considered the proforma submitted by Dr. Vishnu P. M., Department of Commerce, for recognition as Research Supervisor under M.G. University.
- The letter dated 25 June 2026 from Dr. Preetha S. Pillai, Head of the Department of Commerce, was also taken up for discussion.
- After detailed deliberation, the committee recommended forwarding the proposal to the Travancore Devaswom Board (TDB), as the submission was found to satisfy the basic minimum criteria.

3. Agenda Item 2: NAAC Preparedness

- The committee reviewed the status of NAAC documentation and preparedness.
- It was noted that several clubs and departments had not yet submitted their activity reports and were not updating the template properly.
- To address this, the committee resolved to conduct a training class by IQAC on the new NAAC system and documentation procedures.

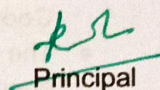
4. Agenda Item 3: General Matters

- **Embase Attendance Monitoring:**

- The committee discussed the importance of proper attendance monitoring through the Embase system.
- It was decided that a weekly attendance report must be submitted to the Principal by the Embase Coordinator, Dr. Ajith S. Kumar.
- **IQAC Membership Update:**
 - To fill the vacancy arising due to Dr. Meera C., the committee nominated Ms. Arathy Raj, DSW Coordinator, as a new member of IQAC.
 - Based on the new office order regarding various clubs and forums, it was decided that the AISHE Coordinator will also be substituted accordingly to align with the updated structure.



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



Principal

Members Present

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. Vishnu P M, Department of Commerce