

MINUTES OF COLLEGE COUNCIL MEETING HELD ON: 20.06.2025

Time 3.00 pm

Venue: Principals Office

Agenda

1. 2025-26 Admission reg
2. College Timetable
3. Accreditation of our college
4. Utilization of Accumulated PD Fund
5. Annual, Stock verification
6. Pampa Fest balance Fund Utilization
7. Hostel related matters
8. Any other matter of importance

Members Present

1. Prof Dr, Suresh S, Principal, Chairperson
2. Sri. Unni M S, Head, Department of Mathematics
3. Dr. Jaimsha Rani V K, Head, Department of Botany
4. Dr. Vani S, Head Department of Zoology
5. Dr. Preetha S Pillai, Head Department of Commerce
6. Dr. Priyadarshini J, Head Department of Economics
7. Dr. Ratheesh Kumar A, Head Department of English
8. Dr. Sathyajith S, Department of Physics
9. Dr. Priyamol P, Head Department of Malayalam
10. Dr. Anjali Jagadeesh Department of English
11. Sri Santhosh Kumar, Junior Superintendent
12. Dr. Praveen Mathew, Department of Physical Education
13. Dr. Ramya Jayan S, Council Secretary

MINUTES

This was the first council meeting in the Academic year 2025-26.

Agenda 1: 2025-25 Admission reg

The council discussed the first allotment of UG admissions and noted that the student intake showed an increase.

Agenda 2: College Timetable

The council decided to revise the prevailing day-timetable system and adopt a Monday-to-Friday standard schedule, effective from 2nd June 2025.

Agenda 3: Accreditation of our college

The council noted that the AQAR for 2024-25 would be uploaded as per the Binary Accreditation pattern. As part of the SSR submission process, all departments were directed to prepare the Academic and Administrative Audit (AAA). The IQAC was reconstituted accordingly.

Agenda 4: Utilization of Accumulated PD Fund

For the utilization of the accumulated PD Fund, a subcommittee was constituted to prepare a work proposal. The council decided that works involving an expenditure of more than ₹10 lakhs would be undertaken only after obtaining concurrence from the Finance Department.

Agenda 5: Annual, Stock verification

Duty was allotted to the Heads of Departments and teachers of various departments for the annual stock verification process, The verification in all departments, including the office and library should be done by July 29th.

Agenda 6: Pampa Fest balance Fund Utilization

The income and expenditure of Pampa Fest 2024-25 was presented by the Finance Committee convener, Sri Unni MS. The council directed the Finance Committee of Pampa Fest 2024-25 to conduct an external audit and present the audited details in the next General Staff Meeting.

Agenda 7: Hostel related matters

As per the request of the hostellers, the council decided to provide temporary roofing and a 1 KV inverter to the hostel. The council directed Dr. Vani S, Hostel Deputy Warden, to prepare an estimate for this.

Agenda 8: Any other matter of importance

1. All teachers donated one bundle of A4 paper to the office. Thereafter, such common requirements would be discussed in the General Staff Meetings.
2. The council decided to take necessary action for the opening of the college canteen.
3. Sri. Cheswin joined as Jeevani Councelleor

Meeting ended at 6.15 PM

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Council Secretary
Dr. Ranganatha S.



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Principal
Pampa College
Pampa

MINUTES OF COLLEGE COUNCIL MEETING HELD ON: 08.07.2025

Time 2.15 pm

Venue: Principals Office

Agenda

1. 2025-26 Admission reg:
2. Request from Ms. Varadha for working in College Library
3. Request from 1998-2001 Mathematics Alumni
4. Timetable
5. Any other matter of importance

Members Present

1. Prof Dr, Suresh S, Principal, Chairperson
2. Sri. Unni M S, Head, Department of Mathematics
3. Dr. Jaimsha Rani V K, Head, Department of Botany
4. Dr. Vani S, Head Department of Zoology
5. Dr. Preetha S Pillai, Head Department of Commerce
6. Dr. Priyadarshini J, Head Department of Economics
7. Dr. Abhilash N, Head Department of Chemistry
8. Dr. Ratheesh Kumar A, Head Department of English
9. Dr. Sathyajith S, Department of Physics
10. Sri Santhosh Kumar, Junior Superintendent
11. Dr. Praveen Mathew, Department of Physical Education
12. Dr. Ramya Jayan S, Council Secretary

MINUTES

The minutes of the previous council meeting held on 20.06.2025 was read by the Council Secretary and it was approved by the council.

Agenda 1: 2025-25 Admission reg:

It was reported that as of 08.07.2025, a total of 89 students were admitted to our college.

Agenda 2: Request from Ms. Varadha for working in College Library

The Council decided to accept the request of Ms. Varadha to work in our college library without receiving any remuneration and in recognition of her free service, Ms. Varadha would be provided with a job experience certificate and free hostel accommodation for six months.

Agenda 3: Request from 1998-2001 Mathematics Alumni

The Mathematics alumni requested that the banyan tree in front of the college library be protected and beautified by constructing a concrete basement around it. The Council accepted the request.

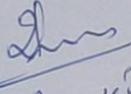
Agenda 4: Timetable

The errors in the master timetable were rectified

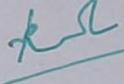
Agenda 5: Any other matter of importance

1. One key of the wicket gate would be kept in the Chemistry department
2. Uniform would be given to cleaning staff , security staff etc
3. All departments were directed to publish the attendance of students on a monthly basis and submit one copy to the Principal.

Meeting ended at 3.40 PM


Dr. Ramya Jayaram
Council Secretary




Principal
D.B. Pampa College
Parumala

MINUTES OF COLLEGE COUNCIL MEETING HELD ON: 28.07.2025

Time 2.15 pm

Venue: Principals Office

Agenda

1. Request from Dr. Kishore R for getting space for functioning skill Centre
2. Request from Ms. Liya Rincy for getting Online class assistance from College
3. Request from SFI Unit DBPC for various needs
4. Utilization of accumulated PD fund reg:
5. Audit objection – Library pending fine reg:
6. Dedication of renovated Banyan tree by Mathematics Alumni 1998-2001
7. Alumni meet of 1999-2001 Pre-degree Batch on 2 nd August 2025
8. Any other matter of importance

Members Present

1. Prof Dr, Suresh S, Principal, Chairperson
2. Sri. Unni M S, Head, Department of Mathematics
3. Dr. Jaimsha Rani V K, Head, Department of Botany
4. Dr. Vani S, Head Department of Zoology
5. Dr. Preetha S Pillai, Head Department of Commerce
6. Dr. Abhilash N, Head Department of Chemistry
7. Dr. Ratheesh Kumar A, Head Department of English
8. Dr. Sathyajith S, Department of Physics
9. Dr. Anjali Jagadeesh Department of English
10. Sri Santhosh Kumar, Junior Superintendent
11. Dr. Ramya Jayan S, Council Secretary

MINUTES

The minutes of the previous council meeting held on 08.07.2025 was read by the Council Secretary and it was approved by the council.

Agenda 1: Request from Dr. Kishore R for getting space for functioning skill center
Council decided to allocate the Hindi smart classroom (No. E12) as the Skill Center room.

Agenda 2 : Request from Ms. Liya Rincy for getting Online class assistance from College

As per the request of Ms. Liya Rincy, the Department of English and the Department of Malayalam agreed to conduct online classes for the student who was unable to attend the regular classes.

Agenda 3: Request from SFI Unit DBPC for various needs

As per the directions of the Council, the DBPC PTA agreed to take the necessary action to resolve the issues raised by the SFI unit with immediate effect

Agenda 4: Utilization of accumulated PD fund reg:

The Council decided to consider the Ombudsman's observations by replacing the asbestos sheets roofing in the old buildings of the college and to maintain the toilets for students and teachers. The work was to be carried out by utilizing the accumulated PD fund under the government-approved heads of Classroom Maintenance and Toilet Maintenance. It was decided to invite, an Expression of Interest (EOI) from government-approved empaneled agencies.

Agenda 5: Audit objection – Library pending fine reg:

In connection with issuing the Non-Liability Certificate for the retired Superintendent of DBPC, Sri Saji Kumar, by the DD Office, Kottayam, the Council directed that the library fines be collected from the liable employees as per the instructions given in the government audit of November 2024

Agenda 6: Dedication of renovated Baniyan tree by Mathematics Alumni 1998-2001

In addition to their request to beautify and reconstruct the basement of the banyan tree in front of the college library, the Mathematics alumni wished to place a Njana Buddha statue under the tree. Council accepted the request.

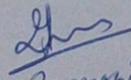
Agenda 7: Alumni meet of 1999-2001 Pre-degree Batch on 2 nd August 2025

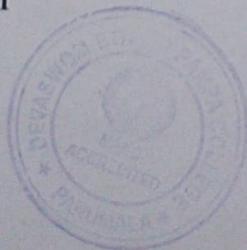
The information about Alumni meet of 1999-2001 Pre-degree Batch on 2 nd August 2025 at Economics seminar Hall was announced in the meeting by Principal.

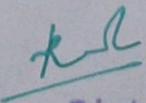
Agenda 8: Any other matter of importance

1. Pending salary was paid to all contingent staff who served college during the academic year 2024-25.
2. Planning to forward a request to Devaswom Board for passing all the pending contingent bills upto December 2024
3. Attendance of students should be taken using Embase App.
4. A request was given to the Devaswom Board to cut down the dangerously situated trees in front of the College Hostel and College Canteen.
5. The student, Nandana, who was hospitalized for snake bite last year got financial assistance from State government.

Meeting ended at 4.45 PM


Dr. Ramya Jayar
Council Secretary




Principal
D.B. Pampa College
Panamala

MINUTES OF COLLEGE COUNCIL MEETING HELD ON: 05.08.2025

Time 11.45 AM

Venue: Principals Office

Agenda

1. College Union Election
2. Any other matter of importance

Members Present

1. Prof Dr, Suresh S, Principal, Chairperson
2. Sri. Unni M S, Head, Department of Mathematics
3. Dr. Jaimsha Rani V K, Head, Department of Botany
4. Dr. Vani S, Head Department of Zoology
5. Dr. Preetha S Pillai, Head Department of Commerce
6. Dr. Priyadarshini J, Head Department of Economics
7. Dr. Ratheesh Kumar A, Head Department of English
8. Dr. Sathyajith S, Department of Physics
9. Dr. Anjali Jagadeesh Department of English
10. Sri Santhosh Kumar, Junior Superintendent
11. Dr. Ramya Jayan S, Council Secretary

MINUTES

The minutes of the previous council meeting held on 28.07.2025 was read by the Council Secretary and it was approved by the council.

Agenda 1: College Union Election

Dr. Ratheesh Kumar A, HOD, Department of English was selected as the Returning officer of the College Union Election 2025-26

Agenda 2 : Any other matter of importance

1. IQAC reconstituted
2. Annual stock verification date extended to 29.08.2025
3. Internal examination will be conducted during the month of September 2025
4. Council approved the Expression of interest to be given to the Government approved Empanel agencies in connection with the accumulated PD Fund utilization.

Meeting ended at 12.45 PM



KR
Principal
D.B. Pampa College
Parumala

Dr. Ramya Jayan S.
Council Secretary

MINUTES OF COLLEGE COUNCIL MEETING HELD ON: 25.08.2025

Time: 3.00PM

Venue: Principals Office

Agenda

- 1. Request from Dr. Sathyajith S for getting approval of Electronic Equipment Maintenance and Consultancy services (EEMC- DBPC).**
- 2. Request from Dr. Ratheesh Kumar A, for getting permission to print Lucky Dip coupons for Literary week**
- 3. Onam Celebration**
- 4. Any Other matter of importance**

Members Present

1. Prof Dr, Suresh S, Principal, Chairperson
2. Sri. Unni M S, Head, Department of Mathematics
3. Dr. Jaimsha Rani V K, Head, Department of Botany
4. Dr. Vani S, Head Department of Zoology
5. Dr. Preetha S Pillai, Head Department of Commerce
6. Dr. Priyadarshini J, Head Department of Economics
7. Dr. Ratheesh Kumar A, Head Department of English
8. Dr. Sathyajith S, Department of Physics
9. Dr. Priyamol P, Head Department of Malayalam
10. Sri Santhosh Kumar, Junior Superintendent
11. Dr. Praveen Mathew , Department of Physical Education
12. Dr. Ramya Jayan S, Council Secretary

MINUTES

The minutes of the previous council meeting held on 05.08.2025 was read by the Council Secretary and it was approved by the council.

Agenda 1: Request from Dr. Sathyajith S for getting approval of Electronic Equipment Maintenance and Consultancy services (EEMC- DBPC).

The Physics Department, in association with the DBPC Incubation Center, was planning to start an Electronic Equipment Maintenance and Consultancy (EEMC) service with the participation of students from the Physics Department. The idea was approved by the Council, and the HOD was asked to submit a detailed list of the services and charges. The Council also approved the appointment of Dr. Ajith Kumar S, suggested by the department, as the coordinator of EEMC-DBPC.

Agenda 2: Request from Dr. Ratheesh Kumar A, for getting permission to print Lucky Dip coupons for literary week

The request for printing the Lucky Dip coupons was approved by the Council. The Council also directed that an external audit be conducted on the income and expenditure related to the handling of the Lucky Dip coupons, and the report should be submitted to the Council.

Agenda 3: Onam Celebration

The Onam celebration for the students was planned to be conducted on 29.08.2025

Agenda 4: Any Other matter of importance

1. In connection with the PD accumulated fund utilization, the submission of Expression of Interest by the Government approved empanel agencies extended to 10.09.2025
2. The Njana Budha dedication to Colleges scheduled on 26.08.2025 at 2.30 PM by Dr. Raju Narayana Swamy, IAS, Principal Secretary, Government of Kerala.
3. The International Conference on Mathematics in Technology, Industry and Finance organized by Mathematics department will be conducted on 26.08.2025 and 27.08.2025,
4. Principal also informed the council about the financial assistance given by the Mathematics alumni for conducting the Conference and also for the purchase of Interactive boards for the department.

Meeting ended at 4.00 PM

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Dr. Ranga Jayaram
Council Secretary



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Principal
D.B. Pampa College
Parumala

MINUTES OF COLLEGE COUNCIL MEETING HELD ON: 11.09.2025

Time: 3.00PM

Venue: Principals Office

Agenda

- 1. Accumulated PD Fund Utilization: Checking and reviewing the received Expression Of Interest**
- 2. Fifth semester BA/BSc Internal Assessment**
- 3. Any Other matter of importance**

Members Present

1. Prof Dr, Suresh S, Principal, Chairperson
2. Sri. Unni M S, Head, Department of Mathematics
3. Dr. Jaimsha Rani V K, Head, Department of Botany
4. Dr. Vani S, Head Department of Zoology
5. Dr. Preetha S Pillai, Head Department of Commerce
6. Dr. Priyadarshini J, Head Department of Economics
7. Dr. Abhilash N, Head Department of Chemistry
8. Dr. Ratheesh Kumar A, Head Department of English
9. Dr. Sathyajith S, Department of Physics
10. Dr. Praveen Mathew , Department of Physical Education
11. Dr. Ramya Jayan S, Council Secretary

MINUTES

The minutes of the previous council meeting held on 25.08.2025 was read by the Council Secretary and it was approved by the council.

Agenda 1: Accumulated PD Fund Utilization: Checking and reviewing the received Expression of Interest

The Expression of Interests received from Kerala State Nirmithi Kendra and Habitat Technology Group, Poojapura, TVM, were reviewed. The Council decided to make a final decision based on the report from the Purchase and Technical Committee of DBPC. The report was to be prepared after conducting the plan presentation and a negotiation meeting with the above-mentioned agencies

Agenda 2: Fifth semester BA/BSc Internal Assessment

As part of the CCA, BA/BSc semester 5 internal examinations will start from 22.09.2025 to 26.09.2025 from 1.30 PM to 3.30 PM. All duties related to the examinations is entrusted to Internal Exam committee.

Agenda 3: Any Other matter of importance

1. The income and expenditure of Pampa Fest 2024-25 after conducting the external audit was presented and approved by the council.
2. Principal informed about the information related to KIRF, NIRF and AISHE data collection

Meeting ended at 4.15 PM



K.S.
PRINCIPAL
Principal
D.B. Pampa College
Parumala.

Ahmed
for Ranganthayal
Council Secretary

MINUTES OF COLLEGE COUNCIL MEETING HELD ON: 07.10.2025

Time 3.00 pm

Venue: Principals Office

Agenda

1. Utilization of accumulated PD fund reg: -Purchase and Technical Committee report
2. Annual stock verification report
3. FYUG Semester1 Continuous Comprehensive Assessment (CCA), Course registration, Exam etc
4. Any other matter of importance

Members Present

1. Prof Dr, Suresh S, Principal, Chairperson
2. Sri. Unni M S, Head, Department of Mathematics
3. Dr. Jaimsha Rani V K, Head, Department of Botany
4. Dr. Preetha S Pillai, Head Department of Commerce(Dr. Sindhu Sivani Present)
5. Dr. Priyadarshini J, Head Department of Economics
6. Dr. Abhilash N, Head Department of Chemistry
7. Dr. Ratheesh Kumar A, Head Department of English
8. Dr. Sathyajith S, Department of Physics
9. Dr. Priyamol P, Head Department of Malayalam
10. Dr. Anjali Jagadeesh Department of English
11. Dr. Praveen Mathew , Department of Physical Education
12. Dr. Ramya Jayan S, Council Secretary

MINUTES

The minutes of the previous council meeting held on 11.09.2025 was read by the Council Secretary and it was approved by the council.

Agenda 1: Utilization of accumulated PD fund reg: -Purchase and Technical Committee report.

As per the report received from the Purchase and Technical Committee the Council directed the Habitat Technology group to submit a detailed estimate to carry out the work.

Agenda 2: Annual stock verification report

The annual stock verification report from all departments is to be submitted within one week after the verification.

Agenda 3: FYUG Semester1 Continuous Comprehensive Assessment (CCA), Course registration, Exam etc

As part of the CCA, FYUG semester 1 internal examination will start from 21.10.2025 to 28.10.2025. All duties related to the examinations will be planned and executed by the Internal Examination committee.

Agenda 4: Any other matter of importance

1. All fifth-semester BA/BSc students of our college are required to enroll in the courses offered by the Kerala Knowledge Economy Mission (KKEM), under the guidance of respective departments.
2. Principal shared the information that TALROP Technology company, Kadapra , Mannar is offering Internship program to students.
3. Decision regarding the reinstatement of the Politics/History room will be taken after reviewing the status of the IGNOU Centre room and the NSS room.
4. As per the students request, Dr. Praveen Mathew, Physical Education Department was asked to find out an alternate place to relocate the Gymnasium.
5. All Kerala Sub junior Kabaddi tournament will be held at our college on 11.10.2025 and 12.10.2025. Details of the program is informed to Devaswom Board
6. It was informed that our college will participate in DISHA – The Education Expo, held at Thiruvalla.
7. In connection with the reimbursement of medical expenses incurred by staff, for students' treatment, it was proposed that a fixed ceiling amount be set for reimbursement. This suggestion will be presented in PTA Executive Committee for consideration.

The meeting ended at 4.40 PM



KSR
Principal
D.B. Pampa College
Parumala

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Co-ordinator Secretary