

**DEVASWOM BOARD PAMPA  
COLLEGE PARUMALA**

**AFFILIATED TO MAHATMA GANDHI  
UNIVERSITY**

**Minutes of the IQAC Meetings**

**2022-23**

**MINUTES OF IQAC MEETING of IQAC held on : 02/06/2022**

Time 2.30 pm

Venue : Principals Office

**Agenda**

1. To read and confirm the minutes of the previous meeting and the action taken report.
2. To discuss and approve the academic calendar prepared for the academic year 2022-23.
3. Approval of the master time table
4. To Discuss about the establishment of College management System including Library automation and other facilities.
5. To approve the list of faculties in charge of various clubs, cells and committees of the present academic year
6. To implement green initiative programme of the institution. titled "HARITHAKAM: to maintain a green and clean campus ahead.

**Members Present**

1. Dr. Lakshmi Parameshwar- Principal, Chairperson
2. Sri. R Arun, Department of English, Coordinator
3. Dr. Abhilash N, Department of Chemistry, NAAC coordinator
4. Dr. Savitha Pramod, Department of Hindi
5. Sri. Unni M S, Department of Mathematics
6. Dr. Sathyajith S, Department of Physics
7. Dr. D K Satheesh (Management Representative)
8. K Sajikumar (Superintendent, Senior administrative officer)
9. Santhosh Kumar G (Head Accountant Senior administrative officer)
10. Vimala Benny( Panchayth member)
11. Parvathy R( Chairperson, College Union)
12. Abheeshna Prakasan( Geneal Secretary, College Union)
13. Jayakrishnan G( College Alumni)
14. Remeshan Nair( PTA Vice president)

**Action taken Report:**

1. The minutes of the previous meeting were read by the IQAC co-ordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting
2. 2022-23 academic calendars was approved.
3. Master timetable was approved by the committee
4. It was decided to establish a College management system immediately with the help of PTA funding.
5. The new members were assigned the responsibilities of various clubs and cells.
6. It was decided to implement the green initiative programme of the institution titled HARITHAKAM, to maintain a green and clean campus ahead. The departments and various clubs are to organize programs related to environment under HARITHAKAM Title including campus cleaning, plastic waste removal, Development of more Green landscape etc. The green initiative policy was renewed and discussed in the meeting

  
IQAC Coordinator



  
Principal

## MINUTES OF IQAC MEETING on 26/08/2022

Time: 2.30 pm

at Principal's room.

### Agenda

1. Decision regarding the implementation of college management system.
2. To discuss the action plan of various departments, clubs, cells etc for the academic year 2022-23
3. Decision to encourage teachers to participate in seminars, webinars and workshops
4. To Collect NIRF and AISHE Data from various departments.
5. To discuss about conducting Orientation program for parents and students of first year UG course.
6. To discuss about Onam Celebrations at college

### Members present

1. Dr. Lakshmi Parameshwar- Principal, Chairperson
2. Sri. R Arun, Department of English, Coordinator
3. Dr. Abhilash N, Department of Chemistry, NAAC coordinator
4. Dr. Savitha Pramod, Department of Hindi
5. Sri. Unni M S, Department of Mathematics
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12. Abheeshna Prakashan ( Geneal Secretary, College Union)
13. Jayakrishnan G ( College Alumni)
14. Remeshan Nair ( PTA Vice president)

### Action taken Report

The minutes of the previous meeting was read by the IQAC co-ordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting

1. It was decided to sign MOU with Embase Pro Suit Pvt Ltd company for College management system including Library automation.
2. It was decided to approve the action plan and cells. Suggestion to incorporated programs related to IPR, Enterperueurship etc was intimated to concerned convenors
3. It was decided to inform and to encourage all teachers to participate in seminars or webinars or workshops minimum once in a year.
4. Tentative date for data collection for AISHE and NIRF was finalized. Data collection was decided to start after Onam Holidays. The data format is distributed to concerned departments
5. Orientation program for parents and students of first year UG course will be conducted by all departments on first week of September.
6. Onam Celebrations will be on 02/09/2022

IQAC Coordinator



Principal

## MINUTES OF IQAC MEETING held on 03/10/2022

Time : 12.30 pm

at Principal's room.

### Agenda

1. To analyse previous year university examination results
2. To discuss about conducting examination of MOOC course on Organic Farming
3. To collect Student progression and placement data for last years
4. To conduct Remedial coaching
5. To conduct an Induction Program and Yoga training to all students in association with PTA
6. To conduct an inter collegiate Fest
7. To conduct a health awareness class to girls students.
8. To conduct a blood donation camp with NSS
9. To conduct International day Celebrations
10. To conduct Zonal Kabaddi Tournament

### Members present

1. Dr. Lakshmi Parameshwar- Principal, Chairperson
2. Sri. R Arun, Department of English, Coordinator
3. Dr. Abhilash N, Department of Chemistry, NAAC coordinator
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13. Jayakrishnan G ( College Alumni)
14. Remeshan Nair ( PTA Vice president)

### Action taken Report

The minutes of the previous meeting was read by the IQAC co-ordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting

1. It was decided to direct departments to provide detailed result analysis of previous batch student
2. The offline exam of MOOC course on organic farming will be on 11.10.2022. Convener of MOOC course was asked to conduct the exam as per University's instruction with the help of Mentors.
3. It was decided to direct the department to take initiative to collect the data of their progression and placement with supporting document
4. Remedial classes were given to students who are categorized into slow learner from the attainments
5. PTA will conduct an Induction program HAPPY HOURS on 10.11.2022 along with a yoga training program.
6. An inter collegiate Fest **Cele Fiesta 2K22** will be conducted on 27/10/2022
7. A health awareness class to girls students on Breast Cancer will be conducted.



8. It was decided to direct NSS to conduct a blood donation camp
9. It was decided to direct departments to observe International day of Drug Abuse, World science day and Ozone day. Focus the theme for each day and Notice should be given one week prior to college community
10. It was decided to conduct MG University A Zone Kabaddi Tournament at our college.

IQAC Coordinator



Principal

## MINUTES OF IQAC MEETING held on 11/01/2023

Time : 2.00 pm

at Principal's room.

### Agenda

1. To conduct internal examinations for UG and PG programmes
2. Discussions about Collaborations and MoUs.
3. Conduction of Seminar on Financial opportunity for Young investors
4. Conduction of CATCH THEM YOUNG PROGRAMME

### Members present

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### Action taken Report

The minutes of the previous meeting was read by the IQAC co-ordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting

1. It was decided to conduct internal examinations for both UG and PG programmes on month January itself
2. Decided to contact different academic bodies and research bodies for MoUs and collaborations.
3. It was decided to conduct Seminar on Financial opportunity for Young investors
4. It was decided to conduct the flagship project of the Department of Physical Education **Catch Them Young Programme**, which aims to scout the talents from nearby schools and Free training will be given to these students in the game of Kabaddi.

  
IQAC Coordinator



  
Principal

## MINUTES OF IQAC MEETING held on 03/03/2023

Time : 2.00 pm

at Principal's room.

### Agenda

1. Collection of feedback from stakeholders.
2. To conduct internal examinations for UG and PG programmes.
3. Discussions about making a medicinal garden, as part of the green initiative programme of the institution. "HARITHAKAM:
4. Observance of International Women's Day

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### Action taken Report

The minutes of the previous meeting was read by the IQAC co-ordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting

1. It was decided to collect feedback from students, teachers, alumni, employer through a systematic procedure.
2. Internal Examinations will be conducted on first week of March
3. Decided to set up a medicinal garden with the help of Forest Club.
4. Decided to conduct a yoga class for girls and women staff of college on the International Womens day

  
IQAC Coordinator



  
Principal