

Mrs. K.M.P.M Vocational College  
Bistupur, Jamshedpur

**Minutes of IQAC Meeting-10/18-19**

Date: 27/11/2018

Time:11:00am

Venue-KMPMVC, J-ROAD

**Members Present-**

2. Dr. Usha Shukla <sup>By</sup> – Principal, Graduate College *U. Shukla 06.04.19*
3. Dr. Ramaa Subramaniam – Head, University Dept. of Home Science, KU
4. Ms. VidhyaBattiwala- TQMS *Vidhya*
5. Ms. MeetaJakhanwal – Principal *Meeta*
6. Ms. ReetaKumari – IQAC Co-ordinator ,Academic Co-ordinator, *Reeta*
7. Ms. Mala Mandhyan – NAAC Co-ordinator *Malya*
8. Ms. Shashi Tiwary – NSS programme officer
9. Mr. Utpal Chakraborty – Teacher Representative *Utpal*
10. Mr. Jiju Thomas - Invitee - *Jiju*
11. Mr. Bijaynand Harpal– Office associate *Bijay*

**Members absent-**

1. Mrs. Ruchi Narendran – Managing Trustee JEM Foundation
2. Mr. A. F. Madon – Administrator, JEM Foundation
3. Dr. Avinash Kumar – University Nodal Officer, AISHE.

The following points were discussed:

SL.No	Minutes of Meeting	Action by
	<b>PROGRESS/PLAN</b>	
1.	The Principal welcomed all the members of the IQAC	
2.	The Principal informed the members that NAAC peer team will be visiting our college on 7 <sup>th</sup> & 8 <sup>th</sup> of December 2018.	
3.	The Principal informed the members about the schedule	

	of 2 days visit. She told the members that NAAC team will meet the IQAC members on 7 <sup>th</sup> of December at 4:15 pm. She requested the members to be present for the meeting.	
4.	<p>The Principal apprised the members with new initiatives taken by the college like</p> <ul style="list-style-type: none"> <li>• Green audit</li> <li>• Installation of Bio gas plant</li> <li>• Registration of the teachers &amp; students to NDL (National Digital Library)</li> <li>• Parentsalarm.com app to communicate with parents</li> <li>• Yoga &amp; Meditation classes</li> <li>• Meri life Mere faisle project in collaboration with people for change NGO</li> </ul>	
5.	The Principal informed about the reports like Key Result Area (KRA) for performance linked award, MIS (Management Information System) Report, long association award etc.	
6.	<p>Various suggestions were given by the members</p> <ul style="list-style-type: none"> <li>➤ All the cells should be checked for resources in working condition.</li> <li>➤ In presentation abbreviations should not be used directly</li> <li>➤ Wherever needed data should be presented in tabular &amp; graphical forms.</li> </ul>	
7.	Members appreciated the initiatives taken by the college.	

## Mrs. KMPM Vocational College, Jamshedpur

## Attendance Sheet of IQAC Meeting

Date: 27-11-2018

Venue: DM Madan Bhawan, J-Road, Bistupur

Name of Members	Designation/Area	Signature
Mrs. Ruchi Narendran	Managing Trustee, JEM Foundation	Absent
Mr. A.F.Madon	Administrator JEM Foundation	Absent
Mr. Rajesh Shukla	University Representative Nominated by the V.C	Rajesh
Dr. Usha Shukla	Educationist	U. Shukla 27.11.18
Dr. Avinash Kumar	University Nodal Officer, AISHE	Absent
Mr. Arvind Sinha	Member from Corporate	Absent
Dr. Rama Subhramanium	Educationist	R.S.
Mrs. Vidya Battiwala	TQMS	Vidya
SDO	Local Administration	Absent
Mrs. Meeta Jakhanwal	Principal, Mrs.KMPM VC	Meeta
Mrs. Reeta Kumari	Academic & IQAC Coordinator	Reeta 27.11.18
Mrs. Mala Mandhyan	NAAC Coordinator	Mandhya
Mrs. Shashi Kiran Devi	NSS PO	Shashi
Mr. Utpal Chakraborty	Teachers' Representative, Mrs. KMPMVC	Utpal
Mr. Jiju Thomas	Administration JEM Foundation	Jiju
Mr. Bijaynand Harpal	Administration Mrs.KMPM VC	Bijaynand
Mr. Deepak Kumar	Administration Mrs. KMPM VC	Deepak 27/11/18
Mr. Sunil Kumar	Representative, Alumni Association	
Mr. Danish Murmu	President, Students' Council	