

Mrs. K.M.P.M Vocational College

Bistupur, Jamshedpur

Minutes of IQAC Meeting-09/18-19

Date: 28/7/18

Time: 12 noon

Venue-KMPMVC, J Road Campus

Members Present-

1. Mr. A. F. Madon – Administrator, JEM Foundation
2. Dr. Usha Shukla – Ex Principal, Graduate College
3. Dr. Rama Subramaniam – Dept. of Home Science, JWC
4. Ms. Vidhya Battiwala - TQMS
5. Ms. Meeta Jakhanwal – Principal *njallant*
6. Ms. Reeta Kumari – Academic Co-ordinator *Reeta*
7. Ms. Mala Mandhyan – NAAC & IQAC co-ordinator *Mandhye*
8. Dr. Utpal Chakraborty – Teachers Representative *Utpal*
9. Ms. Shashi Tiwary – NSS Programme Officer *Shashi*
10. Mr. Jiju Thomas – Administration JEM Foundation
11. Mr. Bijaynand Harpal – Administration Mrs. KMPMVC *Bijaynand*
12. Mr. Deepak Kumar - Administration Mrs. KMPMVC
13. Mr. Sunil Kumar – Representative, Alumni Association
14. Mr. Vivek Sharma – President, Student's Council

Members absent-

1. Mrs. Ruchi Narendran – Managing Trustee JEM Foundation
2. Dr. Avinash Kumar – University Nodal Officer, AISHE
3. Mr. Arvind Sinha – Member from Corporate
4. SDO – Local Administration.

The following points were discussed:

SL.No	Minutes of Meeting	Action by
	PROGRESS/PLAN	
1	The Principal Mrs. Meeta Jakhanwal welcomed all the members of the IQAC.	
2	She presented before the members : <ol style="list-style-type: none"> 1. Overall toppers of 2015 -18 session. 2. Information about approval for Maths & Chemistry (Hons/ Gen) 3. ISO certification by the college. 4. Publication of Shodh – first journal of the college. 5. Research on Recycling of Solar Panel Project by B.Sc. EWM students. 6. One day National Seminar held on 30th July 2018 on Cloud Computing & 7. Scholarships provided to the students- <p>a) Scholarships for General Students by JEM Foundation. b) Scholarships for SC/ST by JUSCO c) e Kalyan Scholarships for SC/ST.</p> <ol style="list-style-type: none"> 8. Placements of 2017-18. 9. Certification courses which the college is providing – office automation, tally, ASP.NET 10. Various committees, clubs and cells. 	
3	Dr. Usha Shukla mam suggested – <ol style="list-style-type: none"> 1. Installation of e-notice board in college. 2. Grievances to be classified. 3. To mention ICT Lab or e- resource centre. 4. Lab instructors to be trained for first aid. 5. To put charts in reading room. 6. Stress on peer teaching. 7. All the HOD's to maintain departmental profile during NAAC visit. It should include syllabus, time table, teachers cv, activities, minutes of meetings and teaching learning processes. 	Management Principal Office Principal Librarian All teachers All HOD's
4	Dr. Rama Subramaniam suggested – <ol style="list-style-type: none"> 1. NSS to mention as – Under the aegis of Sports & 	

5	<p>Youth Affairs Ministry.</p> <ol style="list-style-type: none"> 2. Highlight the SAFE club activities. 3. To mention the improvements after SSR submission in the presentations for NAAC team visit. 4. IQAC presentation should highlight- internal exams, reforms in exams, strategies for improvement of weaker students, facilities for differently abled students, confidentiality of exams, teacher's trainings, feedback slides, placements, students gone for higher studies, yoga classes, personality development classes. 5. To prepare 20 minutes cultural programme. 6. All the committees to prepare presentations for NAAC. 7. To present Research on Recycling of Solar Panels as best practice in presentation. <p>Mr. A. F. Madon suggested to make slides for suggestions in IQAC meet & its implementation.</p>	<p>NSS PO IQAC coordinator</p> <p>Principal</p> <p>IQAC Coordinator</p> <p>Cultural activity team</p> <p>All Committee Coordinators Principal</p> <p>IQAC Coordinator</p>
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Mrs. KMPM Vocational College, Jamshedpur

Attendance Sheet of IQAC Meeting

Date: 28-07-2018

Venue: DM Madan Bhawan, J-Road, Bistupur

Name of Members	Designation/Area	Signature
Mrs. Ruchi Narendran	Managing Trustee, JEM Foundation	
Mr. A.F.Madon	Administrator JEM Foundation	<i>A. F. Madon</i> 28/7/18
Dr. Usha Shukla	Educationist	<i>U. Shukla</i> 28.07.18
Dr. Avinash Kumar	University Nodal Officer, AISHE	
Mr. Arvind Sinha	Member from Corporate	
Dr. Rama Subhramaniam	Educationist	<i>Rama Subhramaniam</i> 28/7/18
Mrs. Vidya Battiwala	TQMS	<i>Vidya</i>
SDO	Local Administration	
Mrs. Meeta Jakhanwal	Principal, Mrs.KMPM VC	<i>Meeta Jakhanwal</i> 28/7/18
Mrs. Reeta Kumari	Academic Coordinator	<i>Reeta Kumari</i> 28/7/18
Mrs. Mala Mandhyan	NAAC & IQAC Coordinator	<i>Mandhyan</i> 28-7-18
Mrs. Shashi Kiran Devi	NSS PO	<i>Shashi Kiran Devi</i> 28/7/18
Mr. Utpal Chakraborty	Teachers' Representative, Mrs. KMPMVC	<i>Utpal Chakraborty</i> 28/7/18
Mr. Jiju Thomas	Administration JEM Foundation	<i>Jiju Thomas</i>
Mr. Bijaynand Harpal	Administration Mrs.KMPM VC	<i>Bijaynand Harpal</i>
Mr. Deepak Kumar	Administration Mrs. KMPM VC	<i>Deepak Kumar</i> 28/7/18
Mr. Sunil Kumar	Representative, Alumni Association	<i>Sunil Kumar</i>
Mr. Vivek Sharma	President, Students' Council	<i>Vivek Sharma</i>