

No: VKM/IQAC/2018-19/M02

Minutes of the meeting of IQAC, VKM, held on 04.09.2018

On 04.09.2018 a meeting of IQAC with Faculty Members of VKM was conducted at 2:30 p.m. in the Staff Room.


AGENDA


- Forming various committees for the smooth organization of the seminar "A Debate on Electoral Reforms in India" sponsored by ICSSR to be held on 17-18 September, 2018.
- Appointing various committee members.

The meeting was Chaired by Principal, VKM. All the faculty members were present during the meeting.

Following points were discussed –

1. The committees for the upcoming seminars was decided.
2. Committee members were appointed for different committees.


Dr. Indu Upadhyay
Coordinator, IQAC


Prof. Rachna Srivastava
Principal
Vasant Kanya Mahavidyalaya
Kamachha, Varanasi

ACTION TAKEN REPORT

To implement the decisions of the IQAC meeting with Faculty Members held on 04.09.2018 the following actions were taken:



























1. In all total 27 different committees were formed for the smooth organization of the seminar.
2. Committee members were appointed for different committees. The list of different committees was prepared and the same was circulated among the members for information and necessary action.

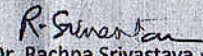
TWO DAY NATIONAL SEMINAR ON "A DEBATE ON ELECTORAL REFORMS IN INDIA"
17-18 September, 2018
DUTY LIST

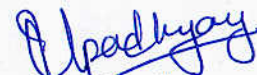
S.no	Committee Name	Members	Signature
1.	Treasurer	• Dr. Kumud Ranjan	K. R.
2.	Reception Committee Inaugural Session	• Dr. Kumud Ranjan • Dr. Kalpalata Dimri • Dr. Sangita Deodiya • Dr. Asha Yadav	Kumud B. K. B. Dhye
	Valedictory Session	• Dr. Nandini Verma • Dr. Smriti Bhatnagar • Dr. Madhuri Agarwal • Dr. Mamta Mishra	Smt. Smriti M. Mishra
3.	Welcome	• Dr. Rachna Srivastava, Principal	
4.	Inaugural Address and Thanksgiving	• Dr. Bina Singh	
5.	Theme Presentation	• Dr. Ashish Kr. Sonker	Ashish
6.	Valedictory Report Presentation	• Dr. Renu Srivastava	Renu
7.	Maintenance of Seminar Hall Arrangement of board for poster presentation	• Dr. Madhuri Agarwal • Smt. Anjana Chatterjee • Dr. Shashikala • Dr. Nairanjana Srivastava • Sri Vikas Tripathi • Smt. Sakshi Gupta • Sri Sanjay Kumar • Sri Sandeep Prajapati	Madhuri Anjana Shashika Nairanjana Vikas Sakshi Sanjay Sandeep
8.	Garland and Flowers	• Smt. Anjana Chatterjee	Anjana
9.	Annie Besant Photo	• Smt. Mamta Patel • Sri Sitaram Kushwaha	Mamta Sitaram
10.	Banner	• Dr. Vijay Kumar • Sri Shashikesh Kr. Gond	Vijay Shashikesh
11.	Registration	• Dr. Manoj Kr. Singh • Dr. Arti Kumari • Smt. Sakshi Gupta • Ms. Varsha Yadav • Sri Vishal Prajapati • Sri Ratan Kumar Sharma	Manoj Arti Sakshi Varsha Vishal Ratan
12.	Refreshment Committee	• Deptt. of English • Dr. Garima Upadhyay • Sri. Shashikesh Kr. Gond • Smt. Yogita Vishwakarma • Ms. Varsha Mourya • Smt. Savitri • Smt. Soni Patel	Garima Shashikesh Yogita Varsha Savitri Soni


Arrangement of Plant/Saplings for crests.
Dr. Supriya Singh

13.	<p>Press Committee</p> <p>Inaugural Session Reporting</p> <p>Valedictory Session Reporting</p> <p>Day-1, Technical Session -1</p> <p>Day-1, Technical Session -2</p> <p>Day-2, Technical Session -3</p> <p>Day -2, Technical Session -4</p> <p>Other Members of press committee</p>	<ul style="list-style-type: none"> ✓ Dr. Seema Verma (Incharge) • Dr. Sunita Dixit (Incharge) • Dr. Asha Yadav (Summing up of reports) ✓ Dr. Anuradha Bapuly • Ms. Pratima Singh • Dr. Akhilesh Kr. Rai ✓ Sri Tarun Mishra • Dr. Deepmala Srivastava • Dr. R.P.Sonkar • Dr. Sunita Dixit • Dr. Manju Kumari • Sri Ratan Kumar Sharma • Sri Sandeep Prajapati 	<p><i>Seema Verma</i></p> <p><i>Sunita Dixit</i></p> <p><i>Asha Yadav</i></p> <p><i>Anuradha Bapuly</i></p> <p><i>Pratima Singh</i></p> <p><i>Akhilesh Kr. Rai</i></p> <p><i>Sri Tarun Mishra</i></p> <p><i>Deepmala Srivastava</i></p> <p><i>R.P.Sonkar</i></p> <p><i>Sunita Dixit</i></p> <p><i>Manju Kumari</i></p> <p><i>Sri Ratan Kumar Sharma</i></p> <p><i>Sri Sandeep Prajapati</i></p>
14.	Certificate Making	<ul style="list-style-type: none"> • Dr. Indu Upadhyay • Dr. Anjulata Singh 	<p><i>Indu Upadhyay</i></p> <p><i>Anjulata Singh</i></p>
15.	Certificate Writing	<ul style="list-style-type: none"> • Dr. Kalpana Anand • Dr. Ramprasad Sonkar 	<p><i>Kalpana Anand</i></p> <p><i>Ramprasad Sonkar</i></p>
16.	Souvenir Printing	<ul style="list-style-type: none"> • Dr. Renu Srivastava • Dr. Indu Upadhyay • Dr. Anjulata Singh • Sri Deepak Kr. Gond • Ms. Sakshee Singh 	<p><i>Renu Srivastava</i></p> <p><i>Indu Upadhyay</i></p> <p><i>Anjulata Singh</i></p> <p><i>Sri Deepak Kr. Gond</i></p> <p><i>Ms. Sakshee Singh</i></p>
17.	Invitation for Inaugural and Valedictory Session	<ul style="list-style-type: none"> • Dr. Kalpana Anand • Dr. Supriya Singh ✓ Sri Nandlal • Sri Sanjay Kumar • Sri Sandeep Prajapati • Sri Ratan Kr. Sharma 	<p><i>Kalpana Anand</i></p> <p><i>Supriya Singh</i></p> <p><i>Sri Nandlal</i></p> <p><i>Sri Sanjay Kumar</i></p> <p><i>Sri Sandeep Prajapati</i></p> <p><i>Sri Ratan Kr. Sharma</i></p>
18.	Kulgeet	<ul style="list-style-type: none"> • Music Deptt. 	<p><i>Music Deptt.</i></p>
19.	Musical Prog. In Valedictory Session	<ul style="list-style-type: none"> • Dr. Swarvandana Sharma • Dr. Meenu Patilak 	<p><i>Swarvandana Sharma</i></p> <p><i>Dr. Meenu Patilak</i></p>
20.	Names of Guests on Dias	<ul style="list-style-type: none"> • Smt. Bharati • Smt. Mamta Patel • Sri Kapil Dev Yadav • Ms. Varsha Yadav 	<p><i>Smt. Bharati</i></p> <p><i>Smt. Mamta Patel</i></p> <p><i>Sri Kapil Dev Yadav</i></p> <p><i>Ms. Varsha Yadav</i></p>

21.	Folder preparation for Guests	<ul style="list-style-type: none"> • Smt. Bharati • Smt. Mamta Patel • Sri Kapil Dev Yadav • Ms. Varsha Yadav 	   
22.	Mike and Sound Arrangements	<ul style="list-style-type: none"> • Sri Soumyakanti Mukherjee • Sri Chandrakanta Chatterjee • Sri Kalika Prasad Bharti 	  
23.	Accommodation of guests	<ul style="list-style-type: none"> ✓ Dr. Anshu Shukla • Sri Sharad Kumar • Sri Kapil Dev Yadav 	  
24.	Receiving of guests	<ul style="list-style-type: none"> • Receiving Dr. Subhash Kashyap from Airport – Dr. Vijay Kumar • CEC – Dr. Ashish Kr. Sonkar • VC Movement – Dr. Bina Singh Dr. Annapurna • Bringing Dr. R.P. Pathak, Dr. Rakesh Upadhyay, Dr. Sonali Singh from BHU – Dr. Shashikesh Kr. Gond • Receiving of Guests on 18.09.2018 – Sri Sharad Kumar 	         
25.	Photography and Recording	<ul style="list-style-type: none"> • To be arranged by Smt. Sakshi Gupta 	
26.	Discipline in Hall	<ul style="list-style-type: none"> • Dr. Shanta Chatterjee • Dr. Asha Yadav • Dr. Poonam Pandey 	  
27.	Discipline outside Hall	<ul style="list-style-type: none"> • Sri Bhirgunath • Sri Shivkumar 	 


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 Principal


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